To: Mr Teo Tse Tsong

From: Pow Rei Young

Admin No. 1403671I

Diploma: CEN

Date: 13/9/2016

Title: Student Internship Programme Report

**1. Introduction**

1.1 Describe briefly the situational background and the general purpose of the attachment.

*(Why does the company want polytechnic interns? What are the benefits for the organisation? Why do polytechnic interns want to do industry attachments? What are the benefits for the interns)?*

1.2 State clearly the ***reporting period*** *(includes the entire period of attachment/SIP).*

1.3 Objectives of the attachment; identify the key goals set for the attachment period, which could include learning goals/production targets/project completion, etc.

*(Please use a more formal writing style; avoid using first-person pronouns -- “I”, “me”, “my” – instead use the Passive Voice.)*

**2. Description of the Work Environment**

2.1 Describe briefly the organisation’s business activities and structure.

2.2 Highlight the department(s) where you are attached and the activities you have been assigned. Mention who your supervisor/mentor is and any other important person in the organisation who has facilitated your learning.

**3.** **Work Completed in the Reporting Period**

Describe all the activities you have done so far, using clear numbered sub-sectioning *(e.g. 3.1, 3.2 …)* to differentiate different areas of work, such as activities/events/training.

*(Detailed information should be placed as Appendices. Include appropriately labelled and captioned photos, diagrams as appropriate, but these visuals* ***must not contain confidential and/or proprietary information****.*

**4. Analysis of the Impact of the Attachment**

4.1 Discuss any challenges or problems encountered in completing the areas of work/projects, as well as solutions/strategies used.

4.2 Analyse the key learning points / growth in your competencies.

**5. Conclusion**

5.1 Provide a brief **analysis** of how the work performed during the period of attachment has met your personal/supervisor’s/liaison officer’s expectations.

5.2 Provide recommendations on how the **learning experience could be improved.**

***Appendices*** *(if any):**Include supporting information, diagrams, tables, charts, drawings after Conclusion.*