To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MP Supervisor)

***SIP Report structure for***

***external /attachment students*** *(delete this before printing)*

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: S.I.P. 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 company? Why do polytechnic interns want to do industry attachments? What are the benefits for the student-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**

* Describe briefly the host organization’s business activities and structure.
* 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 host organization 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\***

* Discuss any challenges or the problems encountered in completing the areas of work/projects, as well as solutions/strategies used
* Analyse the key learning points / growth in your competencies *(A****void discussion of personal issues****, instead focus on technical learning)*

**5. Conclusion**

* Provide a brief **analysis** of whether the work performed during the period of attachment has met personal/supervisor’s expectations
* Provide recommendations on how the **learning experience could be improved**

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