

Mekdela Amba University
College of Computing and Informatics
Internship Document Report Preparation Guideline

1. A cover page describing the following items:

- Your name
- The names of your University, Institute and School
- The name of your internship hosting company
- The duration of your internship
- The date of the submission of your report

1. 3-5 Inner preliminary pages describing the following items:

- Declaration of the student and the approval of the mentor and the supervisor - one page
- Acknowledgements (If any) – only one page
- An executive summary – only one page
- List of tables and figures (if any)
- Table of content

2. 7-10 Pages on how your project selected and worked out: -

- Project title & short summery of the project
- Problem statement & Justification
- Objective of the project
- Methodology
- Literature review (related to your specific work/problem)

3. 7-10 Pages describing the background of your internship hosting company, including:

- Its brief history
- Its main products or services
- Its main customers or the end users of its products or services
- Its organizational structure
- Its work flows

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4. 15-20 Pages describing your overall internship experience and your specific work, including:

- Why do you select this company?
- In which section of the company, you have been working and why?
- What does the work flow in this section look like?
- Which work piece or work tasks you have been executing
- What types of Mechanical Engineering methods, tools and techniques you have been using while performing your work tasks.
- What major challenges and problems you have been facing and identifying while performing your work tasks.
- What measures you have taken (propose as a solution for the selected problems) in order to overcome these challenges and problems, etc.
- Result & Discussion
- What type of recommendations have you made regarding to the identified problems?

5. 5-10 Pages describing the overall benefits you gained from the internship, including:

- What you gained in terms of improving your practical skills
- What you gained in terms of upgrading your theoretical knowledge
- What you gained in terms of improving industrial problem-solving capability
- What you gained in terms of improving your team playing skills
- What you gained in terms of improving your leadership skills
- What you gained in terms of understanding about work ethics issues, industrial psychology and related issues.
- What you gained in terms of entrepreneurship skills
- What you gained in terms of improving your interpersonal communication skills

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- 6. 3-5 Pages describing your overall/general conclusion and your recommendations for the company: -**
- 7. References** (including company documents and reports)
- 8. Appendices**