INDUSTRIAL TRAINING FINAL REPORT GUIDELINES

(The final report must be submitted to the Office of Industrial Liaison on or before two weeks of completion of IND 3000)

1. GENERAL GUIDELINES

1.1 THE INDUSTRIAL TRAINING FINAL REPORT

The final report is a document that summarizes the outcomes of the industrial training experience of the student. It is written by the student, in their own words, and is a condition reserved for every student participating in certain forms of industrial training or professional development courses, and in particular, Industrial Attachment (IND 3000). Each student, upon completion of their assigned work stint is required to prepare and submit an Industrial Training Final Report. The submission of this report is a pre-requisite to successful completion of Industrial Training and subsequent matriculation for continuation in the academic programme. Students are required to submit a hard copy and an electronic version to the OIL.

The formal requirements of the report include: 1.5 spacing on 8.5 x 11.0 (letter size) paper with 1 inch margins; font size 12; character Times New Roman or Arial; page number should be at the bottom of the page; and the report should be of *approximately* 2500 to 3000 words *(excluding the cover page, contents page, references and appendices).*

1.2 INTRODUCTION

A technical report is a formal report designed to convey practical information in a clear and easily accessible format. This paper explains the commonly accepted format for a technical report; it explains the purposes of the individual sections; and gives hints on how to go about drafting and refining the sections. Further, it outlines a suggested format to follow.

1.3 SUGGESTED REPORT FORMAT

i.   *Cover page*

The cover page is the front page of the report. It must have the logo for the FET and the host organization (if available), the tile of the report, your name, USI and department in the FET (for example civil, mechanical, and electrical, etc.) and the submission date. The words of the cover page do not add up to the total word count of the report.

Suggested length: 1 page

Industrial Training Final Report Guidelines

Clifford Lane

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