

Industrial Training Report Format

GUIDELINES ON WRITING THE INTERNSHIP REPORT

Industrial Internship Training Report Objective

The main objective of the Report is to prepare the student to write a professional and detailed report. This should demonstrate his ability to present specific information and to develop his overall communication skills. The essence of the Report is to describe the work a student has undertaken during his internship, the techniques he has learned, the skills he has acquired, the contributions he has made to his work environment and the conclusions he has drawn from his experience.

Reports format details:

1. The organization of the Final Report should be in sequence and it should help the reader to obtain a clear understanding of the detailed points presented in the report.
2. Topics within the report should be coherent, clear and concise. Discussions should be focused on work-oriented.
3. The report should be illustrated with appropriate tables, diagrams and graphs where necessary. Tables and graphs should be properly labeled.
4. Any facts and figures about the company where the internship was completed should be supported by references, internal company reports, etc.
5. The report should be a minimum of 25 pages and not more than 40 pages.
6. The report should describe your work in your own words.
7. The report should have a bibliography and references, where appropriate.

A draft report should be submitted and reviewed by Internship Coordinator of the department before the Final Report is submitted to the department for grading.

Report Writing Format and Contents: The report should follow the following format:

1. **Title Page:** Please refer the specimen is provided as appendix. The title of the Report, and the author's name, must be in capital letters. The name and address of Institute must also be included on this page and be in same case as the title. The type of degree must be written in capital letters. The year and class should be included. The title page must not be numbered. A photocopy of the certificate issued by the Industry should be placed after the Title Page. Next should be the declaration page.
2. **Acknowledgements (Optional):** This is an optional section which acknowledges the help, assistance and advice given to the student during his internship and the preparation of his report.

3. **Table of Contents:** The report must have a table of contents, which shows the principal divisions of the work and the page numbers on which they are found. All the pages except the Title Page and Table of Contents page(s) must be listed. The Table of Contents page(s) must be numbered in lower case Roman numerals at the bottom center of each page, starting with “ii” or with “iii” if an Acknowledgements page has been included.
4. **Table of Abbreviations:** This section should list each abbreviation within the report and its meaning.
5. **Abstract:** This section will comprise a brief summary of the entire report. No illustrations, graphs, tables or charts should be included in this section.
6. **Introduction:** The purpose of this section is to provide a brief introduction of the work. It should not exceed two pages (2) but should be a minimum of 300 words and should comprise the following topics:
 - a) **Company Background:** A brief and clear presentation the type of business of the company and the functions of the department(s) in which the student conducted his internship.
 - b) **Training Objective:** Description of the student’s internship objective and work accomplishments.
 - c) **Student’s Work Assignment:** A general, non-technical presentation of the student’s function within the company and his work assignments.
7. **Technical Section:** This section constitutes the core (substance) of the report. It describes the work that a student has accomplished during his internship, the techniques he has learned, the skills he has acquired, the contributions he has made, the responsibilities he has assumed, the equipment he has used (if any), the safety procedures he has followed and all other pertinent information. It contains all the crucial technical details including illustrations, equations, programs, software versions, graphs, tables, charts, diagrams, etc. These should be clearly numbered and/or titled for easy reference. Units, scales, labeling of the axes must be provided for easy understanding. The technical part may be presented in the form of chapters, sections or any other arrangement suitable to the nature of the technical report.
8. **Conclusion and Recommendations:** The conclusions of the report are summarized in this section. Any pertinent conclusion concerning the internship, the work accomplished, the techniques learned, the importance and merits of the internship program, its benefits and drawbacks, recommendations on how to improve it and other constructive comments and suggestions should be included in this section. A student’s feedback and comments regarding his academic internship, his background, his technical preparation for launching his career and any related recommendations should also be included here.
9. **References:** A list of the references must be provided. Each reference must be adequately cited where appropriate.

10. Page Numbering: Numbers should begin with “1” on the first page of the text and continue throughout the report including the references page. The page numbers should be on the bottom middle or bottom right of each page throughout the text. The text must be double-spaced.