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

ii. *Summary*

A summary is a brief statement of the main points of the report. It accounts for the overall report in a concise manner. The summary of a technical report, generally, has four primary areas; an overview of the subject matter, the method of analysis used in the report, the findings and the recommendations. Here are some initial steps in writing a summary for a technical report.

i. Revise the project and pay attention to the heading and subheadings.
ii. Re-read the text, highlight the important information and take brief notes.
iii. Write down the main points of each section.
iv. Write down the key support points for the main topics.
v. Go through the process again and make changes as appropriate.

In writing the summary it is important not to include anything that is not present in the report.

Suggested length: 1 page

iii. *Contents*

The table of contents (TOC) is a list of titles of the report, organized in the order in which the parts appear. It helps the reader to find information based on title and page number. A TOC can be written manually, [not recommended], or the student may use the REFERENCE-Table of Contents- feature in MS Word. If this is done, one must ensure that the document is properly formatted using the necessary headings, subheadings, page breaks and so on.

Suggested length: 1 page

iv. *Introduction*

This is an assessment of the student and how well the trainee coped with the job assignments, and other relationships with the regular work force. It tells the reader what the report is about. And sets the project in its wider context by proving the background information the reader needs to understand the report. Here the student introduces the report in context and states the aim/s of the report. It also indicates the purpose of the report and briefly outlines the report structure.

Suggested length: 1 page

v. *Body*

The body of the report provides the opportunity to examine and describe participation in the different area/s of work. The student is allowed to divide this section in a logical order that is

easy to follow, as s/he sees fit. Some of the recommended areas for consideration in the body include and is not limited to:

i.   Description of the projects assigned, including the project phase, the work activities in which the student was involved, the deliverables, and ways in which the student benefited in each of the assigned area/s.

ii.   Remarks on what is considered as the most important project/assignment/task involved in or assigned; state one's specific contribution to its success; and the aspects of the experience which can be considered as most beneficial and why.

iii.   State the significance, if any, between the academic theory of the classroom and the practical situations experienced in the above areas.

Suggested length: 10- 15 pages. This may be extended.

vi.   Conclusions

In the conclusion the student states the major inferences that can be drawn from the industrial exposure and professional development tenure at the host organization. Also deductions can be made from the practical scenarios in which the students was involved.

Suggested length: 1 page

vii.   Recommendations

Indicate any further work that needs to be done or identify the alternative you think best improves the projects on which you worked. You are also required to posit recommendations to:

i.   The Faculty of Technology, so as to enhance the student benefits.

ii.   The Employer, to make training more rewarding for students.

iii.   Students, to gain maximum benefits from the programme.

Suggested length: 1 page

viii.   Reference

Suggested length: 1 page

ix.   Appendices

The appendices is a supplementary document, forming a part of a main document which contains supporting information. It contains any further material which is essential for full understanding of your report (e.g. large scale diagrams, images, raw data, and specifications). The words in this section are not counted.

Suggested length: Unspecified

1.4 TECHNICAL REPORT LANGUAGE

A technical report, should be written in a formal, impersonal tone. It is advisable to avoid personal ways of expressing yourself, such as "I think …",   "… in my opinion …" or " … we ...". Rather use non-personal expressions such as:

i.   It can therefore be concluded that …

ii. One may argue that …

1.5 FINAL OBSERVATION

The completed report must be submitted to the management of your host organization through your immediate supervisor, for comments and signatures on a separate page. After receiving the appropriate signatures, this page is affixed to the back of the report. (See specimen format overleaf).

[The student must ensure all the required signatures are inserted before submission]

1. Immediate Supervisor (Host organization):

………………………….. …   …………………………   ………………………………
  [Signature of Supervisor]   [Designation]   Date: YYYY-MM-DD

2. Management (Host organization):

………………………….. …   …………………………   …………………………….
  [Signature of Supervisor]   [Designation]   Date: YYYY-MM-DD

3. Head of Department (Faculty of Engineering &Technology):

………………………….…..……..   …………………….……..
  [Signature of Head of Department]   Date: YYYY-MM-DD

4. Industrial Liaison Officer (Faculty of Engineering &Technology):

..……………………….…………..   ………….…….………..
  [Signature of Industrial Liaison Officer]   Date: YYYY-MM-DD