



**UNIVERSITY OF GUYANA**  
**Faculty of Engineering & Technology**  
**Office of the Industrial Liaison**

**INDUSTRIAL TRAINING FINAL REPORT GUIDELINES**

*(The final report must be completed and submitted to the Office of the Industrial Liaison in the final month of Industrial Training)*

You are required to prepare and submit an Industrial Training Final Report to the office of the ILO before July 31, 2019. The submission of this report is pre-requisite to your being registered for continuation of the academic programme.

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 must be in the centre-bottom of the page; and report must be of approximately 2500 to 3000 words in length (*excluding the cover page, contents page, appendices and bibliography*). It must have the following sections:

1. **Cover page** with your name and registration number, name of the company or organization to which you are attached, and the period of your training (commencement and completion dates).
2. **Preliminaries**
  - ❖ Job title and job description/duties/responsibilities.
  - ❖ Name and designation of immediate supervisor.
  - ❖ Monthly stipend received.
3. **Main body of the report**
  - ❖ Introduction, including your own assessment of how well you coped with your job assignments, your relationship with the regular work force.
  - ❖ Projects to which you were assigned, including the activities in which you were involved, and ways in which you benefited.
  - ❖ Brief remarks on what you consider the most important project/assignment you were involved in; your specific contribution to its success; the aspects of the experience which you consider most beneficial and why.
  - ❖ The significance of the academic theory of your classroom and laboratory sessions and the relationship to the practical job situations experienced.
4. **Recommendations of steps which can be taken by:**
  - ❖ *The Faculty of Technology*, so as to enhance the student benefits.
  - ❖ *The Employer*, to make training more rewarding for students.
  - ❖ *Students*, to gain maximum benefits from the programme.

The completed report must be submitted to the management of your host organization through your immediate supervisor, for their comments and signatures on a separate page which you will provide for this purpose, at the back of the report. (See specimen format overleaf).

**Industrial Liaison Officer**  
**September 2017**

## COMMENTS

**1. Immediate Supervisor (Place of work):**

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[Signature of Supervisor]

.....  
[Designation]

.....  
Date: YYYY/MM/DD

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**2. Management (Place of work):**

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[Signature of Supervisor]

.....  
[Designation]

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Date: YYYY/MM/DD

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

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[Signature of Head of Department]

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Date: YYYY/MM/DD

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

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[Signature of Industrial Liaison Officer]

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Date: YYYY/MM/DD