



SUMMER PRACTICE REPORT FORMAT

The report should:

- comply with the summer practice program principles.
- be in English and typed on a computer.
- be checked with a plagiarism software (similarity rate < 25%).
- be between 15 to 25 pages (Main headings are centered and written in capital boldface. Subtitles should be written in small letters and boldface. The report should be written with Times New Roman and 12 font, with 1.5 line spacing. Drawings should conform to acceptable engineering standards).
- be submitted in both pdf and printed forms

The report should contain the following sections.

COVER PAGE: Should have course name, company name, student name & ID, and year of the internship.

TABLE OF CONTENTS: Should have the corresponding page numbers.

LIST OF FIGURES: Should have the corresponding page number of figures if you have figures in the report (Pictures of plants and/or units, visuals or mapping, etc.).

LIST OF TABLES: Should have the corresponding page number of tables if you have tables in the report (Experimental data, etc.).

INTRODUCTION: This chapter should include the following information.

- Company name
- Company location
- The organizational structure of the company
- Number and duties of engineers employed
- The main area of business
- Vision and the mission of the company
- A brief history of the company

POSITION AND RESPONSIBILITIES: Give a description of your position and responsibilities in the company.

MAIN BODY / WORKS PERFORMED: This section will be the main body of your report. In this section, a detailed description of everything that has been done and observed during summer practice should be given with close consideration to the program outlined by the related internship course. Feel free to open subsections under this section to describe your work in a more organized manner. This section should provide an overview of the internship experience. In this section, describe the specific things you learned and the skills you developed. Relate these skills to your educational experiences.

CONCLUSION: In this section, the data obtained and the experience gained during the summer practice should be assessed, recommendations should be made.

REFERENCES: Please provide a list of the references used in the report, if there are any, by using an acceptable referencing style (i.e., APA, MLA, Chicago).