Internship Report Writing Guide

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1. Internship Report Writing

This guide is prepared to guide students to write "Internship Report". Reports should adhere to the guidelines summarized in here. The guidelines are classified into two categories: (i) Style and formatting guidelines, (ii) Content and organization guidelines.

2. Writing Guidelines

2.1 Style and Formatting

The report should be typed 1.5 line-spaced with 12pt Cambria (Body) font; 1" margins all around. Follow the formatting guidelines and be consistent throughout your document:

- Number each figure/table, add a meaningful caption to each figure/table, and refer to the figures/tables inside the text using their figure/table numbers.
- List references (papers, documents, manuals, web pages, etc.) at the end of your report in the References section.
- Given references should be cited inside the text in a standard way.
- Spell-check your report.
- Put page numbers.
- Print your report two sided and binded before submission.
- Read and edit your report several times before submitting.
- Use the "Internship Report" template file.

2.2 Content and Organization

The report should include the following:
- Front Cover
- Title Page
- Table of Contents
- List of Tables
- List of Figures
- Introduction
- Company Information
- Weekly Summaries
- Daily Reports
- Conclusion
- Appendices (if any)
- References

Front cover, title page, table of contents, list of tables pages and figures pages should be used as provided in the "Internship Report" template file.

Introduction:

Have an introductory section that will make a smooth beginning to the document. In the introduction section mention the following:

- The name of the company and the department in which you have done your internship, the main operation sector of the company, and your motivation for choosing this company as the place for your internship.
- Brief summary of the work you have done, the motivation behind it, and the significance of the work that you have conducted in the overall project.
- Explication of the organization of the rest of your report.

Company Information:

In this section provide detailed information about the company and department where you did your training, its operational focus, its organization, etc. Explain the project that you worked on during your internship. The name, address, telephone number, web address of the company should be provided. Give information about your supervisor (educational background, qualifications, etc). Additionally, list the names of your team members and their backgrounds.

Weekly Summaries:

This section should summarize your daily work throughout your internship program in few sentences. Follow the template file to fill out the weekly summary tables.

Daily Reports:

This is the most important part of your report. The number of sections in this part, their titles, and their contents depend on the work that you have done and the information you would like to provide. This part should include the following:

- Detailed description of the work you conducted on the specified day. You may include the following:
    - Design methods used and learned.
    - Testing methods and tools used and learned.
    - Project management methods and processes followed or observed.
    - Any engineering/scientific/social studies standards/specifications that are followed or observed.
    - Design, development, documentation and testing participated in or observed.
    - Any training received, including seminars attended.
    - Any configuration and/or maintenance tasks performed.
    - Hardware/software environment used.
    - Software tools used.
- The significance of the work you have done.
- Motivation behind the particular work that you have done and the reasons.
- Detailed description of your contribution to the project.
- Identification of the distinctions of your contribution from others' work.
- Explain in detail what knowledge and skills you learned in school made you able to apply to real-world problems, and specify where and how the knowledge or skills were useful.

- Explain in detail the teamwork you were involved in during your internship program, including your role and your team member's roles; the training in their background and current work area, and some information about the team dynamics as you worked together.
- Explain in detail which professional issues and work-related ethical issues you saw or became aware of during your program, and how the issue was handled or managed.
- Explain specifically what you learned or understood about the economic, environmental, societal and global impact of the professional solutions in the projects developed at your company or institution. You should also write in general about the contemporary issues that are related with your field of study, as you understand them from, and related to, your internship program.
- Explain the self-learning that you did during your internship program. You should mention any sources that you located and how you found them (this would include Web sites, books, journals, experts, etc), and what part of your training task you needed them for. Also, mention any that you made regular use of, and any that you are continuing to use.
- Explain in detail any new methods/tools/technologies that you encountered and used during your internship program, how you learned to use them, and what level of proficiency you came to by the end of your internship.
- While writing this section, keep in mind that the reader may not be familiar with the topic of the work that you have done. Therefore, explaining too much is better than not enough.

Conclusion:

In this section, summarize the work you have done. Clearly re-state your contribution, what you have learned, experienced and acquired. Be specific in relating these to what you have learned in theory.

Appendices:

Appendices are not mandatory. They should be used at the end of your report to deliver detailed information about a concept you mentioned in the main text, which is not the main idea of the main text. For example, an appendix may contain test forms, detailed apparatus description, extensive tables of raw data, etc.

References:

Give references of the works you used in your report, such as papers, documents, manuals, web pages, etc. They should be used in appropriate format and given in alphabetical order. The references in the report must be cited in parenthesis by author's surname followed by the year of publication; e.g., (Ishihara, 1984).

3. Miscellaneous Content and Language Related Guidelines

3.1 Miscellaneous Content:

- Have your supervisor sign all the necessary documents, including your Internee Evaluation Form and bottom of each page of the Weekly Summaries.
- The evaluation form must be submitted in a signed and company-sealed envelope.
- All the write-up and figures and tables in your report (except the references and appendices) must belong to you, and must be in your own sentences. Any material that is copied from another source must be put in the appendix only, and properly referenced.

3.2 Language Related Guidelines:

- Complete your writings during (not after) your internship.
- Write your report with your own words. Do not copy and paste information from other documents.
- Use correct English syntax and vocabulary. Pay attention to sentence structure, verb tense, plurality endings, articles, spelling, capitalization of proper nouns, etc.
- Be consistent with the use of your abbreviations and state their long form when they are used for the first time.
- If you need to include information from other sources, properly quote or paraphrase, and make sure to give citations.
- Be correct, consistent, and complete.