INTERNSHIP REPORT
(SE xxx)

GUIDELINES AND FORMAT OF THE REPORT:

1. The report should comply with the internship program principles.
2. Reports should be written in English.
3. The metric system and standard abbreviations should be used.
4. Tables, figures, and/or appendices should be numbered consecutively and should include a short informative title.
5. A scientific referencing system (e.g. The Harvard system) should be used in the text, and the list of references should be double-spaced.
6. The length of the main part of the report (Introduction, Description of the company/your works, conclusion, and recommendations) should be at most 20 pages. Make sure not to exceed the page limitations, otherwise, points may be deducted as a penalty.
7. Program codes may be included in a USB Drive or a Compact Disk.
8. The contents and information entered should be original, and the material used should not be a copy-and-paste from other resources. The report will be rejected if it is found to include such material.
9. The reference list should be double-spaced. Reference items should include the author's name, year of publication, title of the work, title of publication, volume, number, and page numbers. Some examples are given below:

   a)
   Wall, J.E. (2000). "Technology-delivered assessment: diamonds or rocks?" Retrieved January 3, 2003, from http://www.universitas.edu.au/.
   b)
   Sweller, J., van Merrienboer, J.J.G., & Pass, F.G.W.C. (1998). "Cognitive architecture and instructional design", Educational Psychology Review, Vol.10, No.3, pp.251-296.
   c)
   Phillips, J.J. (1997). Handbook of training evaluation and measurement methods (3rd. Ed.) London: Gulf Publishing.

   (Note the differences between referencing a book, URL, and a journal article.)

10. The report should be typed as double space on one side of A4-sized paper. The left margin should be set to 3 cm; the remaining margins (right, top, bottom) should all be set to 2.5 cm. The text should be typeset with Times New Roman and the font size should be set to 12pt. For the main headings and sub-titles:
    - Main headings;
      Capital letters, Left aligned, Styles and Formatting as "***Heading 2***" (Arial, 14 pt, Bold, Italic)
    - Sub-titles;
      Small letters, Left aligned, Styles and Formatting as "**Heading 3**" (Arial, 13 pt, Bold)
11. Make sure you apply the "Spelling & Grammar" check before printing the report.
12. The reports will be evaluated by two examiners, and the average score will be taken into consideration.

Successful: The average score of the examiners should be 60 or higher.

For Review / Modification: If the average score is between 40 and 59

Unsuccessful / Rejection: If the average score is below 40.

CONTENT OF THE REPORT:

		Length(Number of pages)
1	**Title of the Internship Report**	
2	**Table of Contents**	
3	**List of Tables and Figures**	
4	**Introduction** The aim and the scope of the internship should be briefly presented	0.5-1
5	**Description of the Company** Company name and location, organizational structure, number and duties of engineers employed, the main area and history of the business	0.5-1
6	Description of the work done **weekly.** You are expected to include the following information for **every week**: • Your responsibilities and duties undertaken • A detailed description of the works done • Techniques and methodologies used • Tools/hardware/software used • Technical evaluation of the results Etc.	**14(1 page for each week)**
7	**Conclusion** Highlight what you have learned, achieved and produced including the tools, techniques and programs used. Write your contributions, recommendations etc.	0.5-1
8	**References** Make necessary referencing to the information used.	0-1
	Total(max)=	**20**
9	**Appendices** All related data, tables and drawings should be given in this section	

<REPORT TITLE>

<NAME, SURNAME>

<STUDENT ID NUMBER>

<DEPARTMENT>

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