Industrial Training Report's Format

Front Matters

1.   Cover page

All reports MUST use the standard cover page format. The cover page must be in purple (USM colour) with black fonts. The report shoud be tape binded.

Also on the cover page are :

(i)   Student's name, Programme of study and Matriculation number.

(ii) Name of Training Organization, Signature of the supervisor at the training organization

2.   Abstract

The Abstract is one of the most important parts of the report. It is a very brief but clear description of what the report is all about, summarizing the work done and the results. It should not exceed 100 words.

3.   Acknowledgements

Names of each person and organization that has contributed to the work appear in the Acknowledgments. The nature of the contribution can be described (eg. permission for the use of equipment, facilities and documents).

4.   Table of Contents

This table lists in sequence the name of each heading or subheading and the corresponding page number. The names should be a clear indication of the contents of the section.

Main Text

The text should be typed in *12 point Times New Roman* font with one-and-a-half spacing. Chapter heading should be typed in *14 point Times New Roman* font, bold and capitalized.

Chap. 1   Introduction

This section describes the project in general, highlighting the:

- objectives of the industrial training program

- scope of the industrial training program

- duration
- importance of the industrial training program

Chap. 2   The Training Organization

This section describes the training organization and training environment. It includes the business functions of the organization, the department the training was held in, staff strength, the administrative system, organizational chart and computer systems and network

infrastructure. It is advisable that students discuss with his/her supervisor prior to writing this section to avoid possible breaching of information that are regarded as sensitive and classified to the organization.

Chap. 3 Formal Training Provided (if applicable)

This section describes the training provided through formal classroom training environment. A brief description of each training given and its benefit towards the training proper shold be given here.

Chap. 4 Industrial Training Project

This section describes the project the student is involved in. Emphasis should be given to the portion of the project the student was involved in. For example, for a software-based industrial training project, this section should describe the following:

Objectives

Analysis

Design

Implementation

Testing

Documentation

Software and Tools Used

Highlights of Training Exposure (area, scope)

Chap 5.   Conclusions

This section describes the overall benefits obtained from the training, including how the academic program has supported and prepared the student for industrial training. It can include suggestions to improve the curriculum or industrial training given or improve the process of industrial training in general.

References

List pertinent resources, such as books and important articles in journals, by the last names of the principal author in alphabetical order.

Appendices

Any material which is not essential to an understanding of the material and which would interrupt the flow of the presentation should be relegated to an appendix.