

ABDULLAH GUL UNIVERSITY

## School of Engineering

**DEPARTMENT OF MECHANICAL ENGINEERING**

### <Course code (e.g. ME 311 or ME 411)>

### INTERNSHIP REPORT

<Your Name>

<Student ID>

#### INTERNSHIP

**Starting Date:**

**Completion Date:**

**Total Working Days:**

**Company :**

**Department :**

**Address :**

**Contact Person (Name, Department, Phone, Fax, etc.):**

The “Internship Report” should be consisting of 5 main parts: Introduction, Company Description, Project, Summary and Concluding Remarks, and References. The report should be 20 to 30 pages long excluding the cover pages and appendices. The report must be written in English and typed 1.5 spaced with 12 pt fonts. All pages must be given page numbers. All figures, pictures, sketches, tables etc. must be also numbered appropriately. Appendices are optional and there is no page limit for them. References should be included at the end of your report and they should be cited properly in the text.

# Introduction

Make an introduction about your internship and briefly describe what you have discussed in the following parts of the report)

# Company Description

Describe the company and the department you worked in. History, products and services offered by the company etc. Manufacturing processes, machines, quality control instruments, measuring tools used in the factory. Technical details, such as technical drawing (to be put in appendix), materials used and their properties, production flow chart, schedule etc.

Not to exceed 5 pages. Reference the sources where you get the information from.

# <Title of project >

**The remaining of the report should be in your own words.**

- If you have any figure, table or similar material, don’t forget to include the reference(s) properly.

- Describe the project that you performed during the practice (including scope, methods, and tools used).

- You can make subsections for modeling, planning, calculations etc.

- Please do not copy your daily activity report and paste it here.

- Associate your work with at least 2 of the courses you took by considering the following facts:

1. How similar the work that you actually performed in your internship was to what you covered in the course.
2. How different the work that you actually performed in your internship was from what you covered in the course.
3. What was your contribution on the project based on what you learnt in those courses.

- Discuss the current challenges existing in one of the activity areas of company and possible solution proposals.

- Discuss on your contributions to the project.

- Describe results of the project.

# <My Second Project, if any>

# Summary and Concluding Remarks

Summarize the results of the projects outlining the parts you completed and contributed. Also include your personal views about the company, people, and the work environment. Describe what you learnt during this practice.

# References

# Appendices

Include relevant printed material such as catalogues, product specifications and papers.