



## Appendix (2)

# The Report and Presentation on Industrial Training

### I- Final Report Requirements

**Language of the report:** English

**General appearance:** Formal and professional. Apply rules of Technical Report Writing

#### **Contents of IT Report**

- **Cover page:** Student name, Program title, Dates, Names of supervisors and their affiliations and institutions
- **Acknowledgement:** Acknowledge the host company and faculty supervisors and all those who helped you during the IT.
- **Executive Summary:** Summarize the complete report, and highlight the recommendations
- **Table of Contents: Lists of Tables and Figures** (if necessary)
- **Introduction & Background**
  - Objective of the report (One or two lines)
  - Chronological sequence of events: How the student went through the IT
  - Road map to the sections of the report
- **Body of the report**
  - Information about the place
  - Maps, statistics and other introductory elements
  - Observations
  - Problems and explanations
  - Learned information
  - Training details
  - Achievements
  - Case histories
  - Software applications
  - Technical excerpts
  - How the IT complemented the academic study
- **Conclusions**
- **Recommendations and/or suggestions:** Things to facilitate future training at this institution
- **References:** Books, notes, magazines, personal communications, websites, technical articles, manuals, technical pamphlets, etc...
- **Appendixes:** Include details, samples of documents, examples, etc...



## **II- Final Presentation Requirements**

**Length:** about 15 minutes

**Language:** English

**Content:** a summary of the report, with focus on your achievements and learning outcomes

Parts of the presentation:

- Outline: State the main points in your presentation
- Body: Focus on what you learnt in the IT, your achievements, problems you encountered and your brief explanation of those problems. Include suggestions to help future trainees,
- Time for Questions and Answers: An extra 3-5 minutes is allowed to answer the jury's questions.
- At the end, thank the jury for their time.

### **Considerations:**

- Review your contents carefully and thoroughly before going live in the presentation. You may have a copy of your report with you on the presentation day for reference to specific sections
- Remember that the presentation is not a copy of your report; you need to add your input and draw the jury's attention to the important points in your report.
- A presentation needs adequate use of visuals to appeal to the jury; integrate photos, videos, charts ...,etc. where possible. Yet, do not overuse those.
- Maintain balanced eye contact with all the panel members; do not show favoritism to any of them as this may not be good for you later.
- Talk to your panel, not to your slides. Remember, you are giving this presentation to the panel members.

### **Final Remarks:**

1. The report and the presentation reflect the essence of your work. They should not be simple replicas or collections of cut-and-paste incoherent material. Be ready to defend your arguments, not those who have helped you.
2. The contents of the industrial training report and presentation should not be only a mere collection of incoherent Xerox copies of catalogs or articles or materials from the internet. Try to show understanding of the essence and principles of operations.
3. Pay attention to the style, and physical appearance of the report and the presentation and show originalities of your work.
4. For pagination of the report pages, use Roman numbers (upper and lower cases) for parts before the introduction and Arabic numbers for the introduction till the end of the report.
5. The report should be written using Microsoft Word. Submit one hardcopy and one e-copy of the final version to your mentor (s)
6. Consider summer training as an investment you do while you are at the university to capitalize on your chances of getting work because of the practical sense you should gain from exposure to real life environment.
7. Do not limit your exposure to include only the technical "stuff"; be aware of the importance of managerial, human resource, safety and environment and all other issues that form the work environment.