

IMPORTANT:

1. CBC/PAP students who choose to do 22 Weeks Industrial Internship Programme (IIP) in their final semesters and if their IIP end later than the official end date (**14 June 2014 for IIP in S2, AY 2013/2014**), they will not be able to attend the convocation in July that year. These students will still graduate and be conferred their degree after successful completion of their IIP. They can join the following year's convocation by informing OAS.
2. PAP/MAS students who choose to do 10-week (PAP)/12-week (MAS) IIP in the final special semester will not be able to attend the convocation in that year following the completion of their IIP. These students will still graduate and be conferred their degree after successful completion of their IIP. They can join the following year's convocation by informing OAS.
3. Each student is only allowed to do one internship option from 10/12/22 Week IIP/GEM Discoverer Work & Study Programme/GEM Discoverer Research. The work component in GEM Discoverer Work & Study Programme/GEM Discoverer Research is towards fulfilling the requirement for IIP for the respective courses.
4. CBC/PAP/MAS students are not allowed to read courses during IIP. Students on 22 Weeks IIP in Semester 1 are not allowed to read courses during Special Term II. Students on 22 Weeks IIP/ GEM Discoverer Work & Study Programme/GEM Discoverer Research in Semester 2 are not allowed to read courses during Special Term I.
5. CBC/PAP/MAS students on IIP are not allowed to shift their internship period, take leave or end their internship earlier to participate in the Summer Programmes, Work & Travel, other internships, read courses, etc.

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A WELCOME TO INTERNSHIP


Welcome to the NTU Industrial Internship Programme (IIP). Over the next few months, you will be taking part in a programme that is one of many successful innovative features of education at NTU.

Taking a break from your study and examinations, you will work in an industrial organisation on a work project planned to be close to what a newly employed engineer may go through. Your progress at work will be monitored by a NTU Faculty Supervisor who will make periodic assessments of your performance.

As you may be unfamiliar with the industry practice and with your attached organisation, you will work under the guidance of a supervisor who will also take part in the assessment.

Experience from industry has shown that your performance and work during your internship one of those areas to which your prospective employers will pay special attention.

Experience has also shown that students returned to NTU from their internship with extra insights, confidence, and maturity, to pursue and complete their final year study.

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B CODE OF CONDUCT

On your first day of internship, you will most likely be briefed by the internship contact person in your organisation on the working hours, the rules and regulations and other requirements that you must follow. If not, it is advisable that you try to find out the details from your organisation supervisor. Below is a list of important codes of conduct which we would like you to pay special attention to.

- Strictly comply with the rules and regulations of the organisation you are attached to.
- Strictly observe and comply with safety rules and regulations.
- Be punctual in reporting for work.
- Be regular in your attendance.
- Be ready and willing to accept any reasonable task assigned.
- Do your best in your assignments.
- Do not wait for work, consult your supervisor for work.
- Be courteous and helpful to your fellow workers.
- Be a good listener and ask if you do not understand.
- Follow instructions and directives issued by your supervisor.
- Strictly observe and comply with the established computer and other security procedures of the organisation. Computer CDs or thumb drives, manuals and other related materials are not to be brought in and/or out of the organisation's premises without written approval from the organisations. Use of the organisation's computer and internet facilities are strictly restricted to the purpose of carrying out the assignment given to you by your organisation. Any confidential/proprietary information and/or invention, both technical and business, which you may have the privilege of access to during your IIP must be kept in strict confidence. You may be asked to sign a 'Non-Disclosure Agreement'. Please make sure you read and understand what you are signing for and thereafter abide to it.
- Do not remove any item from the organisation unless written approval is given by your supervisor.
- Do not negotiate for any increase in your training allowance. You may, however, accept any increase in the allowance given by the organisation on its own initiative.

You are expected to abide by the Code of Conduct contained herein. Contravention of this code may render you liable for disciplinary action by your organisation and NTU.

All disciplinary cases will be initially referred to NTU's Committee of Inquiry comprising Director, Career & Attachment Office, Chair of School, NTU Faculty Supervisor and the School Representative. Serious disciplinary infringements will be referred to NTU's Disciplinary Board. Training suspension, dismissal from training, professional misbehaviour, may eventually lead to your failing of internship training and other disciplinary actions.

C LEAVE DURING INTERNSHIP

A student who is not granted leave but is absent for any period of time shall be deemed to have withdrawn from internship and may eventually fail his/her internship. The case will also be reported to the Office of Academic Services for further action.

For graduating IIP students, please take note that if you take leave and is extended beyond the official end date, you will not be able to attend the convocation in July that year. You will still graduate and be conferred your degree after successful completion of your IIP. You can join the following year's convocation by informing OAS.

1 Special Leave

- Students are discouraged to take leave during internship.
- Students must complete the stipulated period of internship in order to meet the course requirements.
- Students who need to go on leave must submit special leave application via the online 'Special Leave Application and Submission of Medical Certificate during Attachment/Internship' in StudentLink **at least 14 days in advance**.
- All special leave will be approved with extension, subject to joint approval based on exigency of service and agreement on the extension by the attachment/internship organisation and NTU.
- Students are not allowed to go on leave until approval from NTU has been conveyed to them.

2 Medical Leave

If you are given medical leave by the doctor, you are required to

- call up your internship organisation and inform your supervisor immediately
- submit the original copy of the medical certificate to your internship organisation on the next working day after the medical leave
- submit a copy of the medical certificate via the online 'Special Leave Application and Submission of Medical Certificate during Attachment/Internship' in the StudentLink **within 7 working days** after the medical leave. The medical certificate should include the internship organisation's endorsement (signature & stamp of the internship organisation) as an acknowledgment that they have received the original copy of the medical certificate.

Please note that :

- Please note that you may or may not be paid allowance for those days you are on medical leave depending on your internship organisation's policy.
- Please also note that medical certificates issued by Chinese Physicians are not accepted by NTU.
- Students who are sick should get medical attention as early as possible (and not wait till the end of the day) so that the doctor can assess them properly with their symptoms and grant them medical leave, if required.

3 In-Camp Training (ICT)

Students who are called up for ICT during the ICT Call-Up period are required to apply for special leave and submit the ICT Call-Up notification via the online 'Special Leave Application and Submission of Medical Certificate during Attachment/Internship' in the StudentLink, as early as possible and **at least 14 days in advance** of the training.


However, if the ICT is outside the ICT Call-Up period, students should write directly to their units to apply for deferment of their ICT as soon as they have been notified of their ICT. A letter to certify your status as a student of NTU must be attached. You can obtain the certification letter from the Office of Academic Services, Student Services Centre, Level one. Copies of the letter to the units for deferment and results of the deferment application must be submitted to CAO. Students must also keep the organisation supervisors informed of the impending ICT as early as possible, so that the project or work activities can be planned around the ICT period in case the application for deferment is not successful.

If your deferment for your ICT is not successful, you are required to apply for special leave and submit the letter on the rejection of your ICT deferment via the 'Online Special Leave Application and Submission of Medical Certificate during Attachment/Internship' in the StudentLink, as early as possible and at least 14 days in advance of the ICT.

For 10/12 week IIP, students are required to extend their IIP accordingly to cover the period of absence due to ICT.

4 Plant Shutdown Leave and Public Holidays

Plant shutdown leave and public holidays are to be granted by the internship organisation in accordance with the current practices adopted for internship students.

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D MEDICAL BENEFITS

1 Outpatient Treatment

For medical treatment, please check with your organisation first. If treatment is available through the organisation and you are allowed to make use of it, do so if it is free to you. If it is not, you have to decide whether you want to pay for the treatment or to present yourself to Medical Centre, NTU, or the following clinics under **Fullerton Healthcare Group**:

- a) Cecil Street #07-05/06/07, Equity Plaza
Singapore 049705
- b) 460 Alexandra Road, #02-18, Alexandra Retail Centre
Singapore 119963
- c) 78 Shenton Way, #04-01
Singapore 079120

You can also present yourself to any government outpatient polyclinic. If you have sought medical attention at a government polyclinic, you may claim reimbursement for the charges incurred. To submit the claim, you have to produce the card of attendance and the receipt issued by the government outpatient polyclinic to the Senior Physician, Medical Centre, NTU for reimbursement.

All medical bills eligible for reimbursement must be claimed within 2 months of the date of the bill/receipt. Please note that claim for the medical charges incurred at non-government clinics will not be accepted.

Please note that:

- Medical certificate issued overseas or by Chinese Physicians is not recognised.
- Students who are sick should get medical attention as early as possible in the day so that the doctor can assess them properly with their symptoms and grant them medical leave if needed and not wait till the end of the day.


2 Emergency Treatment

In the event of an emergency, you should be sent to the Accident & Emergency Unit of the nearest government hospital, restructured hospitals or National University Hospital for treatment and/or hospitalisation. If you are sent to a private hospital, you will not be able to claim any reimbursement, both for treatment and for hospitalisation, from the University.

3 Specialist Treatment

If you need non-urgent specialist treatment, you should present yourself to the Medical Centre, NTU for referral to specialists. Only cases referred by the Medical Centre, NTU will be eligible for reimbursement at prorated B2 rates.

Information on Medical Scheme for NTU students can be found in <http://www.ntu.edu.sg/Services/StudentServices/health/insurance/Pages/medicalscheme.aspx>

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E ENGAGING STUDENT'S SERVICE BEFORE/AFTER THE OFFICIAL INTERNSHIP PERIOD

In case the project assigned to you cannot be completed within the internship period or its official extended date, organisation may approach you to extend your service. Though such arrangement will be solely between you and your internship organisation, it would be beneficial to you, in terms of both technical and professional training, if you could agree to extend your service. Such extension will be viewed favourably by NTU as a part-time employment. **It will not be counted towards the internship requirements. The Public Liability Policy and the additional coverage, if any, taken up by students under the Group Personal Insurance Policy will be lapsed after the official internship period or its official extended date.**

As NTU views all part-time works performed by its students as part of the formal training, all local and international undergraduates are exempted from CPF contributions.

International students who wish to extend their attachment period into term time are required to contact NTU's Student Affairs Office at Tel: 6790 5153 to apply for a copy of Letter of Endorsement two weeks before internship ends.

For more details, please visit the SAO's website, <http://www.ntu.edu.sg/Services/StudentServices/studentjobs/Pages/default.aspx>

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F SPECIAL INSTRUCTIONS

1 Safety Rules and Regulations

During your internship, observe all safety rules & regulations issued by your organisation and make sure you are properly equipped for the jobs concerned. Safety equipment may be issued to you free-of-charge or charged later to your allowance. In the first instance the equipment is to be returned while in the latter, you may be allowed to keep them. In certain instances, you may be required to purchase them yourself. Whatever it is, remember your safety is the utmost importance and you must make this your primary concern.

2 Workplace Safety & Health Act

Students undergoing Industrial Internship Programme are deemed as employees under the attached organisation (employer). Under the Workplace Safety & Health Act, there are specific duties as 'employee' which is summarized as below:

- Do not act recklessly or willfully which endangers yourself or the safety of others at the workplace;
- Do not misuse any appliance, equipment or protective equipment;
- Co-operate with the employer by complying with all safety rules and requirements, including attending any specific trainings. Students must be trained on machinery before use and if not sure, do not proceed;
- To use the provided personal protective equipment (PPE) as required. Students must know how to use and the limitations for such use.

When in doubt, students should ask and request the necessary safety information from the attached organisation. These may include but not limited to risk assessment, safe work procedures and/or operating instructions. You will also report any incident or unusual occurrence promptly to the organisation (if any) and NTU.

As a guide, use the simple "Take 5" for a quick assessment for the activities to be carried out and stay focus. No music or hand phones whilst at work with heavy machinery or anything hazardous.

3 Insurance

Ensure that you have taken sufficient insurance coverage for yourself during this period plus any agreed extension period. It is vital to be aware of the geographical area of coverage just in case you might be attached somewhere outside Singapore. In this instance, it may be wise for you to take up extra insurance to cover this.

Please refer to Student Affairs Office's notice on Group Personal Accident Insurance Coverage for internship.

4 Signing of Agreement or Document

If you are asked to sign any agreement or document, please make sure you read and understand what you are signing for. Remember, NTU will not be responsible for what you have signed for. If you are in doubt, you may contact CAO.

5 Working Part-Time During Internship

Working part-time during internship is not allowed.


During internship, students are expected to work full time in their internship companies. If the needs arise, students are also expected to work overtime, on weekdays or weekends, just like a full time staff.

6 Other Problems

For personal problems, please liaise with your organisation supervisor to resolve them. If this fails, seek the assistance and advice of your NTU Faculty Supervisor or Director, Career & Attachment Office.

All grievances that you cannot resolve with your organisation supervisor and NTU Faculty Supervisor should be directed to the Director, Career & Attachment Office in writing or email lcchia@ntu.edu.sg.

On receipt of your letter, Director, Career & Attachment Office will carry out an investigation on your complaint, and if the grounds are valid, take it up with the relevant party concerned.

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G DEVELOPING INTERNSHIP PROJECT AND SETTING LEARNING OBJECTIVES

Internship is a learning process which by exposing the students in real life working environment as part of an academic curriculum helps the students to develop and enhance academic, personal and professional competencies. Due to the diversity of the training environments and backgrounds of organisation supervisors, a significant part of the attachment is based on a self-directed learning approach by the students.

Developing internship project

The project scope proposed by the organisation supervisor sets the initial framework for the area(s) of work you will be involved in. It may be specific projects(s) to be completed during the internship period or involvement in day-to-day operation as an assistant to the professional/researcher or as a new employee.

During the first two to three weeks of the internship, you have to, in consultation with the organisation supervisor and under his/her guidance, develop the internship project scope proposed by the participating organisation into a work plan/schedule with specific self directed learning objectives to meet the NTU's internship objectives, the organisation's project objectives and your own personal learning objectives.

The following provides a guideline on how this could be done:

Before the start of internship, you will

- check the internship allocation and download the information on the organisation and the project scope and project pre-requisites from StudentLink.
- download Student Data Sheet from StudentLink and fill it up if you would like to give an updated copy of the Data Sheet to your internship organisation.
- download Programme Form Part II.

On Day 1 of internship, you will

- introduce yourself to the organisation supervisor and present the Student Data Sheet (if you have an updated copy) to the supervisor. This will help the supervisor to have a better understanding of the academic background of you and your strengths and weaknesses.

Within the first week of internship, you will

- grasp an understanding of the organisation structure and work culture.
- discuss NTU's internship objectives and the organisation's project objectives with the organisation supervisor.
- find out the supervisor's expectations (of your duties, responsibilities and accomplishments) and deadlines for the project.
- identify the knowledge, behaviour, competencies, attitudes and values you wish to develop within the given training environment and background of organisation supervisor.

By the third week of internship, you will

- finalise work plan/schedule and learning objectives for the internship period with the organisation supervisor
- get the supervisor to fill in Programme Form Part II. Both you and the supervisor will sign the completed Programme Form Part II.
- submit completed Programme Form Part II to NTU Faculty Supervisor and discuss.

Setting learning objectives

You have to be proactive in deciding what to learn and the best means for learning in order to meet NTU's internship objectives and to reap the maximum benefit from the internship. You will establish learning objectives, identify activities and resources to achieve the objectives and maintain documentation of their achievements. The NTU Faculty Supervisor will provide guidance, instructions, parameters, resources and feedback to help you. The organisation supervisor, in addition to providing a meaningful work experience, also acts as a resource person and an industrial mentor.

In order to set the learning objectives, you must first achieve a clear understanding of the organisation's project objectives by clarifying the supervisor's expectations (of your duties, responsibilities and accomplishments) and deadlines for the project. You must also have an understanding of the organisation structure and work culture. You then identify the knowledge, behaviour, competencies, attitudes and values you wish to develop within the given training environment and background of organisation supervisor. The objectives must be specific, attainable and approved by both the organisation supervisor and NTU Faculty Supervisor.

Some of the suggested learning objectives are:

- to acquire knowledge / gain practical experience / develop professional skills in a certain subject matter, procedure, equipment etc
- to learn to apply knowledge learned to practical work environment
- to develop / enhance communication / presentation skills (oral and/or written)
- to gain self-confidence / maturity
- to learn to work with colleagues in a team
- to learn about leadership
- to learn about own area of specialisation
- to learn about the company's business areas / functions
- to learn business skills and practices
- to practice problem solving skills
- to learn to evaluate other's comments / inputs
- to learn to take responsibilities

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H ASSESSMENT SYSTEM

During internship, you will work under direct supervision of your organisation supervisor. Your progress of work will also be monitored by your NTU Faculty Supervisor. Both your organisation supervisor and NTU Faculty Supervisor will make periodic assessment of your performance.

A pass mark in your attachment is a necessary pre-requisite for you to proceed to take certain courses in your next stage of study or to graduate. So do take this seriously.

1 You will be assessed on:

Logbook and Oral Interview

22-Week IIP for CBC students	Two times, during week 10 and week 20 of internship by your NTU Faculty Supervisor.
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The assessment will be on the following criteria:

- Ability to maintain clear, concise and relevant entries in logbook.
- Ability to analyse, synthesize and interpret information in the workplace.
- Ability to apply theoretical chemistry concepts in the work place.
- Ability to evaluate results and formulate appropriate action plans.
- Ability to demonstrate an understanding of the professional ethics and work values through an improved awareness of themselves and the work environment.
- Ability to demonstrate a good understanding of the company's business and a particular career field in this set-up with its associated risks and rewards.
- Ability to explain the knowledge learnt.
- Ability to provide evidence of written communication in terms of memo, letter, instruction manual, proposal, specification, technical drawing, etc.

Work in Organisation

10/12-Week IIP for PAP/MAS students	One time, during week 10 of internship by the organisation supervisor for the preceding work period.
22-Week IIP for CBC/PAP students	Two times, during week 10 and week 20 of internship by the organisation supervisor for the preceding work period.

The assessment will be on the following factors:

CBC/PAP	MAS
Quality of work produced	Work Attitude
Practical ability, creativity & innovation	Quality of work produced
Communication ability	Initiative
Work standard & ethics	Communication skills
Personal discipline	Personal discipline
Initiative/motivation to learn	Social Skills
Teamwork	Attendance
Attendance	-

Please note that students are not allowed to handle the Assessment Form.

Final Report & Oral Presentation

At the end of the internship, you are required to submit your final report and give an oral presentation to your NTU Faculty Supervisor. Please contact your NTU Faculty Supervisor in advance, to make an appointment. The timelines are as follow:

Attachment Period	Submission of Final Report	Oral Presentation
10-Week IIP (PAP)	By Week 10	By Week 11
12-Week IIP (MAS)	By Week 12	By Week 13
22-Week IIP (PAP)	By Week 22	By Week 23
22-Week IIP (CBC)	By Week 20	By Week 20

You are reminded to show the report to your organisation supervisor and seek clearance first before submitting the report to your NTU Faculty Supervisor for assessment. You are responsible for the use of confidential information not authorised by the organisation supervisor.

The assessment will be based on the following criteria:

CBC	MAS
Oral presentation and report	Oral presentation
Report abstract and presentation summary	Report Presentation
Introduction & background	Content
Results	Reflection & Conclusion
Discussions and analysis	
Conclusion	


PAP (Final Report)	PAP (Presentation)
Report presentation	Internship learning scopes and achievements
Structure and organisation	Quality of work presented
Information gathering & literature review	Fundamental understanding
Reflective description of industrial experience	Questions and answers
Results and discussions	Presentation, organisation and materials
Conclusion & recommendation	Clarity, language use and accuracy

On top of the above assessment visits, the NTU Faculty Supervisor may also visit you during the other months. You may also contact him/her if you have any problem.

The NTU Faculty Supervisor should let you know your progress and your strengths and weaknesses during his/her visits. You are expected to improve your performance based on his/her inputs.

A regular assessment of your performance is the core of the Attachment Assessment System. For your own sake, please ensure that this is carried out by your NTU Faculty Supervisor and organisation supervisor.

Upon successful completion of IIP, you will be awarded a Certificate of Accomplishment jointly signed by the Director, Career & Attachment Office and the organisation representative.

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I LOGBOOK AND FINAL REPORT

1 Logbook for CBC & PAP students only

Logbook comprises of two parts – a A4 size fixed pages logbook and a folder for loose leaf information items.

The **Log Book for Engineering Attachment & Science Internship** approved for use is available at Yun Nan Book Store (NTU).

The content format and guidelines for its use are printed in this logbook. The loose-leaf folder is optional. Any suitable folder can be used.

Logbook notes should be made frequently and should adequately cover the training period at that time. As a guide, it is normally expected that entries be made once every two weeks. It is advantageous for you to carry a small notebook to make rough jottings of daily events which can provide the frame work for the two-weekly record.

The content form for the logbook should be as follows:

- First page:
Name, School, NTU Faculty Supervisor, organisation, project title(s), internship period
- Summary of training record (every 2-week period)
- Your detailed account of the training and experience received for the 2-week period, including (whenever applicable)
 - statement of the objectives for each area of training
 - information on method of training provided
 - a neatly presented, concise and original description of each training task undertaken
 - a critical but constructive appraisal of methods, materials, processes, equipment, etc. as found used in the work environment
 - comments on the knowledge and skill gained, together with a constructive appraisal of the effectiveness of the training
 - reference to internal and external attachments/internship where relevant
 - brief details of technical reading, use of resource facilities and attendance in meetings
- Where appropriate, data sheets and other information leaflets should be filed into the folder provided and referred to in the logbook.
- Sketches, table and graphical representations should be used when these amplify and add to the understanding of the written matter. (This should be done on the blank left hand pages of the logbook.)
- Where appropriate, adequate reference should be made to textbooks, manuals and lecture notes.

- Although it might prove difficult (impossible where security and secrecy would be infringed) you should aim to develop your powers of communication, diplomacy and observation in finding out and recording the answers to as many of the following questions wherever applicable:
- How did the work you are involved in relate to:
 - Your academic knowledge?
 - Your laboratory, workshop, project and design knowledge?
 - What did you learn about:
 - The functions of the Departments in which you work?
 - The organisation of these Departments?
 - The relation of these Departments to the overall organisation and to each other?
 - Cost management and control?
 - How much and in what way did you benefit from meeting and working with people in industry?

2 Progress Report for MAS students only

Students on 12 week IIP, they are required to submit their progress report on **week 6** of the Industrial Internship Programme to their NTU Faculty Supervisor.

Students on 22 week GEM Discoverer Work & Study Programme/GEM Discoverer Research, they are required to submit their progress report on **week 5, week 10 and week 15** of the Industrial Internship Programme to their NTU Faculty Supervisor.

The main purpose of this report is to describe the aims of the project and how far you are towards achieving that aim. The report should outline the objectives of the proposed project, and give a detailed plan. It is expected that by the time the report is submitted, you will have a clear idea of the work done and the work ahead of you. You are expected to have made some progress towards your goal. This report also provides an opportunity for you to receive advice and suggestions from your organisation supervisor and NTU Faculty Supervisor. It is hoped that potential difficulties may be thus identified and avoided.

The progress report should not be more than 10 pages.

3 Final Report

You should regard the writing of the final report as an important part of the total practical training experience.

Guidelines for CBC & PAP students only

- The report should be typewritten in English on one side of the paper with double spacing. The expected length of the main body of the report excluding charts, diagrams, appendices, tables, references, etc. should be kept within the 2000-5000 words limit. The Standard International (SI) system of units should be used.
- The report should provide a summary of the industrial training experience with highlights on one or two particular aspects of the training which you find most stimulating. It is advisable for you to prepare a draft of your report and clear it

with the organisation concerned first before finalising it and submitting it to your NTU tutor.

- White A4 bond paper (or computer paper of size close to A4) should be used.
- The margin on the left hand side must be about 3.5cm. On the top, bottom and right hand sides, a margin of 3cm is recommended.
- There should be at least one bound copy of the report made for NTU. This is to be submitted to the NTU Faculty Supervisor concerned for marking. If the organisation you are attached to requests for a copy of the report, you should make a separate copy for them.
- The final report submitted will be returned to you prior to your graduation from NTU (please collect your report from your NTU Faculty Supervisor).

Guidelines for MAS students only

1. The report should provide a summary of the training experience highlighting on one or two particular aspects of the training that you found most stimulating.
2. You are advised to prepare a draft of the report and seek clearance from the organisation concerned.
3. The report should be printed on A4 paper, single sided, with a clear font such as Times New Roman 12 point.
4. The maximum length of the report (excluding abstract, acknowledgements, charts, diagrams, appendices, tables, references, etc.) should occupy about 20 to 40 pages (single-spaced). Writing more than 40 pages will typically not be looked on favourably by your NTU Faculty Supervisor.
5. The margin on the left hand side must be about 3.5 cm. On the top, bottom and right hand sides, a margin of 3 cm is recommended.
6. One ring-bound copy of the report is to be submitted to your NTU Faculty Supervisor for grading. If your internship organisation requests for a copy of the report, an additional copy should be extended to the organisation.
7. The final report submitted will be returned to you (please collect your report from your NTU Faculty Supervisor).

A JOINT report is not acceptable even if two or more of you are involved in the same project. Each of you should submit an individual report with your own observations and conclusions. The technical part of the report could be similar.

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J NOTES ON WRITING OF FINAL REPORT

1 Contents

The contents of the report should be in the following order:

- (a) cover page
- (b) a table of contents
- (c) an abstract of not more than one page
- (d) an acknowledgement page to give recognition for any assistance received in the course of the training on which the report is based
- (e) list of tables, (if any)
- (f) list of figures, (if any)
- (g) list of graphs, (if any)
- (h) list of symbols, (if any)
- (i) The main report
 - an introductory chapter
 - the middle/central chapters
 - the concluding chapters
- (j) Supplementary elements
 - References
 - Appendices

1.1 Cover Page

The report title, the author's name and the name of attachment organisation should all be clearly displayed. Please refer to Annex A.

1.2 Table of Contents (separate page)

Please refer to Annex B.

1.3 Abstract (separate page)

A brief summary (100-150 words) stating the purpose of the report, the salient results and the main conclusions and recommendations.

1.4 Acknowledgement (separate page)

Acknowledgement must always be made for any special consideration shown by the employer or any individuals toward the author during the training period or in compiling the report. It is customary to thank the employer for providing the internship opportunity.

1.5 Introduction

An introduction is mandatory in all reports. The introduction should serve to:

- a) state the purpose of the report
- b) define the nature and scope of the presentation to follow

1.6 The middle/central Chapters

The main text should be divided into chapters as the subject matter requires. For example, several different tasks may have been performed and you wish to highlight, say, two projects. The decimal numbering system should be used.

Example

Chapter 3 Names of projects

6.1 Investigation of a Faculty Electronic Timing Switch

6.1.1 Description of Timing Switch

6.2 Design and Building of a Remote-Controlled Component Sorter

6.2.1 Description of present component sorter and its limitations

The presentation must be in good English and it should be as concise as possible. The usual convention is to present the report in the third person. Use diagrams, brief tables or graphs to illustrate the presentation. Where tables of detailed results, calculations, graphs and other material are likely to disrupt the text on account of their bulk or complexity, they should be included in appendices.

1.7 Conclusions

Give a brief statement of what has been or will be achieved, the significance and value of the experience gained and, where appropriate, the significance of results obtained in any design, construction and testing carried out or to be carried out.

The conclusion may include comments on proposals based on your experiences during the period of attachment and your views of the work performed or to be performed and experience gained or to be gained.

These comments, proposals and criticisms must be discussed with the organisation supervisor and NTU Faculty Supervisor while the report is in draft form. (Employers are normally interested in your informed opinions to further develop attachment programmes which will make the industrial experience of greater value to both themselves and the students.)

2 **References**

Reports that are prepared with the help of other sources should have a list of sources cited. A list of references contains **only** sources the writer quotes directly, takes original ideas from, and refers to in the report.

Details of reference which are cited in the report are listed at the end of the text. However, do not provide a List of References if no citations, quotations or references from other sources are used in the report. In citing the references, you may use the APA author/year system or the Numbered References Method.

In the APA author/year system, the entries are arranged alphabetically by the surname of the author.

The Numbered References Method uses an Arabic numeral as internal citation. The numeral refers to the entry in the list of references. The entries in the list of references are arranged by order of their appearance in the report.

3 Appendices

Any reasonable amount of relevant material may be appended to a report. The appendices should be labelled Appendix A, Appendix B, etc. and the pages should be number A1, A2, etc.

As a rule of thumb, material/data of secondary importance may be placed in the appendix to improve the continuity of the report.

4 Diagrams, Tables, Charts, Photographs, etc.

Diagrams, tables, charts should be prepared to a high standard of draftsmanship and must be correctly titled and carefully labelled. The usual practice is to number tables separately. With the exclusion of tables, all other figures (i.e. charts, photos, diagrams) are labelled "Figure (number)". Generally, illustrations, etc. will always be placed in appendices.

Pages should be numbered consecutively in the body of the report and in each appendix, as recommended above. Drawings, etc, should be arranged to open on the right of the manuscript if they are larger than A4 size. Tables etc. which appear sideways on the A4 sheet must be oriented so that the sheet is rotated clockwise to view them.

Example

Table 1


Measurements

C	
B	
A	

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K GAINING MAXIMUM BENEFIT

The onus of gaining as much from your attachment as possible lies fairly and squarely on you. You have to manage the programme so as to reap the maximum benefit from it. If you are contented to sit in a corner and let the world pass by, it will do so. Even the most interested organisation supervisor will soon give up. So remember, you cannot gain without giving in return.

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→ [Annex A \(Sample\)](#)




**REPORT
ON
INDUSTRIAL INTERNSHIP
WITH
ABC ORGANISATION**

**PREPARED BY : MICHAEL CHAN
076543J02
SPMS-CBC**

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