Template for industrial training report

You may use this template to prepare your industrial training report. Some of the guidelines in this document are provided as comments, which must be deleted before report submission.

Please consult your visiting lecturer for any additional content to be included.

The general formatting guidelines are as follows.

Headings

Calibri bold size 16. Start a new page for headings and skip two lines after the heading.

Subheadings

Calibri bold size 14. Skip two lines before and one line after the subheading.

Main body text

- Times New Roman size 12. Indent first line of paragraph. Do not insert line spacing between paragraphs. Left-align or justify text.
- Lorem ipsum is a placeholder text for a visual demonstration of the formatting. You need to replace this text with your own reporting.

Figures and figure captions

- Figures should be centered. They can take the full width but should not be resized without locking the aspect ratio.
- Figures must have good resolution and any text they contain must be legible.
- All figures must be referenced in the main body text, e.g., "A sample design drawing produced for the project is illustrated in Figure 1." Figures that are not referenced in the main body text should be included in the appendix instead of the main report.
- Ideally, a figure appears immediately after its reference in the text.
- For multiple figures of similar nature/content, use subfigures, e.g., Figure 1(a) and Figure 1(b).
- Do not insert figures within the cells of a table.

- Ensure that you have the necessary permission to reproduce any copyrighted images, and if so, whether credit is required, e.g., "Photo by Max Bender".
- All figures must be captioned. Figure captions go below the figure. Use Times New Roman size 11.
- All figure captions must be placed on the same page as the figures.
- Figure captions must be stand-alone, i.e., the reader can understand the information presented without having to read the main text in full.
- Figure captions may consist of more than one sentence. Use a sentence case, i.e., capitalize the first letter of the first word, and end with a period.

Figure 1. The caption summarises the key information presented in the figure. You may add 2-3 complete sentences to provide additional description. Photo by Max Bender.

- Skip two lines after each figure.

Tables

- All tables must be referenced in the text, e.g. "A list of the project deliverables is presented in Table 1." Ideally, the table appears immediately after the referencing in the text.
- If the table contains numbers, keep the number of decimal points consistent across rows.
- A table that spans multiple pages must have its header repeated on each page.
- All tables must be captioned. Table captions go above, not below, the table. Use Times New Roman size 11.

- All figure captions must be placed on the same page as the figures.
- Table captions must be stand-alone, i.e., the reader can understand the information presented without having to read the main text in full.
- Table captions may consist of more than one sentence. Use a sentence case, i.e., capitalize the first letter of the first word, and end with a period.

Table 1. Summarise the key information presented in the table. You may add 1-2 complete sentences to provide clarification.

No.	Item	Description
1	….	….
2	…	…
3	…	…

Skip two lines after each table.

Language editing

- Acronyms must be defined at first use. Subsequently, the full name must no longer be used.
- Any acronyms used in the Summary section must be defined separately.
- Ensure sentence completeness.
- Use correct sentence casing, i.e., only capitalize the first letter of the first word in the sentence.
- A blank space must follow a comma, not precede it, i.e., “We need bread, milk, cheese, and eggs” is correct. “We need bread ,milk ,cheese ,and eggs” is incorrect.
- A blank space must follow a period, not precede it, i.e., “We need bread. We also need cheese and eggs” is correct. “We need bread .We also need cheese and eggs” is incorrect.
- Do not leave a blank space at the end of any page, except in the last page of each section.
- Measurement units must be subscripted/superscripted correctly.
- Insert a space between numbers and units (exception are for ºC and %).
- Proof-edit your report before submission.

INDUSTRIAL TRAINING REPORT

Commented [1]: Insert figure from your LI experience

Your Name (Matric No.)
Bachelor of …. Engineering (with Honours)
Semester 1 202x-2x

Faculty of Engineering
Universiti Putra Malaysia
43400 UPM Serdang, Selangor Darul Ehsan

Commented [2]: Replace with your particulars

Industrial Training at [Insert LI placement]

Summary

Industrial Training was completed at [Insert LI placement name, in CITY, STATE] from DD Mon YYYY to DD Mon YYYY. [Summarise your position, assigned department, and key responsibilities in two to four sentences].

This report summarises the work experience and knowledge gained during this internship period. [Summarise three key points in three sentences]. [State your main conclusion in the final sentence].

Acknowledgement

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Commented [3]: Acknowledgment should be brief and sincerely written (in your own words). Some samples are available from https://acknowledgementletter.com/acknowledgement-for-internship-report/. Do not copy-paste them.

Commented [4]: Acknowledge the organisation offering the placement

Commented [5]: Acknowledge your supervisor

Commented [6]: Acknowledge your colleagues, any mentors, and all the staff you interacted with at the placement

Commented [7]: Acknowledge the department's LI coordinator and your visiting lecturer

Commented [8]: Acknowledge other individuals

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3 Conclusion X

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Commented [9]: Rename accordingly

Commented [10]: Add subsection headings as needed

Commented [11]: Amend title of Appendix B according to the type of content included. Remove the appendix if it is not applicable

Commented [12]: For any leave of absence taken during the LI, attach the MC/letters of support as Appendix C. Remove the appendix if it is not applicable

1 Introduction

Commented [13]: The Introduction section should be a total of 3-4 pages including figures/tables.

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Commented [14]: Describe the objectives of the industrial internship and summarize the internship period and placement

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1.1 Company Background

Commented [15]: Describe the organization, i.e., when it was founded, its mission statements(s), the management/team, its core business/main areas/fields of services, and other relevant details. This helps provide some context to the placement and work experience.

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1.2 Internship Description

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Commented [16]: Describe your position and responsibilities as an intern with the company. Include the department(s) you were placed in, your line of managers, and the project team members/staff you interacted with.

2 Work Experiences

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Commented [17]: The Work Experiences section should be approximately 10 pages including figures/tables.

Commented [18]: Provide a introductory overview of all your work experiences. Detail each experience in the subsections.

2.1 Name of Project/Task 1

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Commented [19]: You may organise your experiences by:
- projects
- tasks, e.g. design work, manufacturing work, testing/lab work, site work, maintenance work, supervisory work, management work, administrative work, communication work, routine work, etc.

Select only 2-4 figures/tables to support the discussion of each project/task and include the rest as an appendix.

Commented [20]: Describe the work/task conducted

2.1.1 Practical applications of theoretical knowledge

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Commented [21]: For each project/task, relate your practical experience to theoretical knowledge learnt in your course of study at UPM

2.1.2 Use of technical standard/manual/codes

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Commented [22]: Elaborate on any technical standards, manual, or codes of practice you used/referenced during the work experience.

2.1.3 Impacts to the society and environment

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Commented [23]: Discuss how the engineering solutions adopted during the work experience may have an impact on the society and environment.

Suggest some ideas for improving the approaches/practices for better alignment with sustainability principles

2.2 Name of Project/Task 2

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2.2.1 Practical applications of theoretical knowledge

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2.2.3 Impacts to the society and environment

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2.3 Name of Project/Task 3

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2.3.1 Practical applications of theoretical knowledge

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3 Conclusion

Commented [24]: The Conclusion section should be a total of 1-2 pages and not contain any figures/tables.

Commented [25]: Summarize your work experiences. The conclusion must align with the Summary but with a greater level of detail abstracted from the report. Reflect on the new knowledge and skills you learned, and the specific experiences that developed you as a person/engineer in training. Discuss any limitations in the types/levels of exposure you gained during the internship, and what resources you can explore to overcome this in the future.

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References

Admin (n.d) Acknowledgement of internship report. Retrieved from https://acknowledgementletter.com/acknowledgement-for-internship-report/

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Commented [26]: The reference list must follow the APA format.

Refer: https://www.mendeley.com/guides/apa-citation-guide/

You may omit this section if you do not use any references in your report.

Websites are considered a reference and must be included in your reference list

All the references listed must be cited in the main report.

Appendix A. Weekly Logs

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Commented [27]: Summarise the content of the appendix in a short paragraph.

All figures and tables in the appendix must have the appendix prefix, e.g. Figure A-1, Figure A-2 in Appendix A, Table B-1, Figure B-1 in Appendix B, etc.

Each Appendix must be referenced in the main text.

FACULTY OF ENGINEERING, UNIVERSITI PUTRA MALAYSIA

INDUSTRIAL TRAINING LOG

WEEK __

NAME	
MATRIC NO.	
PROGRAMME	
LIST OF ASSIGNED PROJECTS/ TASKS	
DETAILS OF EXPERIENCE	

Prepared by: …….. **SIGNATURE OF STUDENT** Date:	**Reviewed by:** …….. **SIGNATURE OF SUPERVISOR** Name & Official Stamp: Date:

Appendix B. Technical Drawings/Sketches/Reports [Rename as applicable]

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Appendix C. Leave of Absence

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