

CEAT IP Form 4.
Internship Report Format

The internship report should contain the following information:

	Percentage
<p>A. Systems Documentation</p> <ol style="list-style-type: none"> 1. Company Profile 2. General Processes (overview of system) 3. Detailed processes in the assigned area <ul style="list-style-type: none"> - The student could make use of Flow/operation process charts, flow diagram to describe the operations in the assigned area 4. Manpower Requirement 5. Machines and Equipment Used 6. Raw Materials Used and Finished Products <p><i>(include only the contents that are applicable to the company)</i></p>	25%
<p>B. Application of Engineering tools and Techniques and related activities</p> <ul style="list-style-type: none"> • The student must document trainings and relevant events attended during the conduct of his/her Internship. • Relevant engineering tasks performed and projects delegated should also be included which must consist but not limited to the following: <ul style="list-style-type: none"> ➤ duration of tasks/project (use Gantt chart) ➤ data gathered/utilized and how these data were used to perform a particular task ➤ results of the project 	40%
<p>C. Potential Problems/Areas of Improvement</p> <ul style="list-style-type: none"> • The student should be able to identify potential areas of improvement and provide symptoms of problems or evidence of the existence of the problem. • Key Performance Indicators/metrics affected by the problem should also be included. 	20%
<p>D. Student's Reflection</p> <ul style="list-style-type: none"> • A reflection on the whole internship program is required together with the associated impact of the training on personal/professional growth. • It must include thoughts on how theory and practice are incorporated during the internship program. 	15%