

Writing of practical reports

The Internship Office evaluates the students on basis of their training reports and their proofs of activity, to check whether they have achieved the objectives of the practical semester. Therefore the report should contain all major tasks of the training and during all project-based applications. Usually the total size of the report is 50 typewritten pages with a minimum of 30 pages. The report will be submitted to the training company, so that it can be confirmed. The structure of the report should contain the following sections:

- a) Cover sheet
- b) Abstract
- c) Presentation
- d) Detailed practical report

to a) – Cover sheet

Before starting the practical semester a cover sheet for the report is available at the Internship Office. It records data of the student and the training company. After the delivery of the report the cover sheet remains at the university.

Data of the Student:	name, student number, address, E-Mail
Time period:	beginning date and final date of the internship
Absent days:	sickness, holiday
Data of the company:	name, address, number of employees, contact person
Confirmation of the company:	advisor/personnel office

to b) – Abstract

The report should start with a 5 paged abstract, which should be structured in the following way:

1. Introduction/company profile
2. Condensed report over all activities in the practical semester
 - 2.1 Definition of tasks
 - 2.2 Specification of used equipment and methods
 - 2.3 Identification of the own share of work
 - 2.4 Results
 - 2.5 Discussion/personal evaluation of the results
3. Conclusion/personal comments on the training

to c) – Presentation

The students should be able to present their activities during the practical semester within a prepared speech with a discussion afterwards.

<u>Short speech:</u>	Duration: 10 Minutes with discussion afterwards
	Medium: overhead projector or beamer
	Quantity: around 5 projection ready transparencies

The section „Presentation“ contains the structure of the speech and a copy of the used transparencies for projection or the beamer.

to d) – Detailed practical report

Some interesting projects should be singled out and should be described in detail. One should limit the choice to one or two major projects and then describe them in more detail. No tabular weekly reports should be written.