

## ME Summer Training Report Guidelines

To fulfill the ME 399 course requirement. Please follow the following rules and guidelines.

### **Guidelines:**

1. Summer Training is a PASS (NP)/ FAIL (NF) grade course that depends on the final report submitted by the student and the evaluation of the company he worked in.
2. Failure to fulfill the passing requirements means repeating the summer training again.
3. The deadline (last day) for the students to submit a written technical report along with the 3 Progress reports is by  
**The third week of the 1<sup>st</sup> Semester following the Summer**
4. Make sure that the company you worked with has sent your evaluation form to the University, **Directly to Deanship of Students Affairs.**

### **The Report Guidelines**

- The content of the report should be related to the job assignments that you participated in during your training.
- The introduction about the nature of the company or institution should be very brief.
- Emphasis should be made on the work you did
- The length of the report is between (15-25 Pages)
- The students must demonstrate clearly how much practical experience he has gained; such as
  - Type of projects or case studies he worked in
  - Problems and difficulties faced in them
  - Solutions, suggestions and recommendations
  - Technical and administrative Experience gained
  - Relation between what he has learned in school and training, etc.

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## The Report Format

- The report must be written in a formal way as you have studied in ENGL214.
- The report should be in the following order
  1. Cover page
    - (include full name of KFUPM and ME, title, your name, your number, advisor name, and the date)
  2. Table of contents
    - (main sections, subsections, headings, etc., with page numbers)
  3. List of Tables, Figures, and illustrations, if any
  4. Lists of symbols or abbreviations (if any)
  5. Introduction
  6. The main body
    - Brief Description of the Establishment
    - Brief Description of the Department(s) that you have completed your industrial training
    - Your duties in the Department
    - Describe the overall Operation of the Department
    - Describe Problems and Solutions- Point out any problem that you may have noticed and bring your own solution
    - Case studies that you worked with
  7. Conclusion
    - Your general evaluation of the establishment and your industrial training.
  8. References
  9. AppendicesEach of those items should start with a new page.

- All the body text must be in Time New Roman Font. The size of the font should be 12. Titles of chapters, sections, headings, etc. should be of size 16 and **bold**. *Italic* style shall not be used.
- The report must be TYPED and ORIGINAL. Figures and charts that are scanned or copied should be appropriately referenced.
- The report must be in correct grammar and should be spell-checked.
- The written report must be bound (comb binding)\*.
- The deadline (last day) for the report along with the 3 Progress reports (the progress reports will be included as part of the Appendices) is by

**The third week of the first Semester following the Summer.**

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