Buraydah Private Colleges
College of **E**ngineering

Summer Training Course

Final Report Submitted for Partial Fulfillment of the
B.Sc. Degree in ……

By

Student Name Student Number

June 2014

Acknowledgments

I would like to express my deepest gratitude and appreciation to my industrial supervisor Mr. …….. for his guidance, continuous encouragement and support during my industrial training program. My appreciation is also extended to the examination committee members. Finally, I would like to extend a special thank you to the Training and Graduation Projects Unit for offering me this great training opportunity.

Executive Summary

Executive Summary is a concise summary of the training experience presented by the student (300 words maximum). It, briefly, explains the student placement, major executed tasks and accomplishments. This sample document is a complete example of the way and method of writing the Final Report of Industrial Training. The overall report should not exceed 40 pages excluding appendices.

List of Tables

List of Figures

Nomenclature

μ	……	[Ex: fluid dynamic viscosity, m^2/s]
z	……	[Ex: height from datum to liquid overflow, m]
C	……	[Ex: dimensionless cost constant]
Ce	……	[Ex: purchased equipment cost, $]

Table of Contents

Chapter One

Introduction

A brief description about the company's line of business and the organizational structure of the company followed by the departments that you were assigned. Highlight your overall assigned tasks and place your 'Gantt Chart' in the appendix. In addition, highlight the content of the subsequent sections that follows the introduction.

Chapter Two: Tasks and Assignments. Outline your tasks clearly here. Discuss your approach in tackling your set of tasks to meet your stated objectives. What skills did you use for each particular job and which skills you developed. Elaborate on your contribution to the company. The success or failure during the work should be discussed critically.

Chapter Three: Proposal For A Graduation Project. Identify an engineering opportunity/challenge in your workplace that can be transformed into a graduation project. This exercise must be solely based on your own initiative.

Chapter Four: Conclusions & Recommendations. Major tasks and contributions should be briefly restated under conclusions. Which tasks at work do you wish you could have done better? Recommendations to improve the training program and/or the relation with the industrial partners should be presented here. What are your career goals and how industrial training has affected your career goals.

Chapter Two

Tasks and Assignments

Equations, development, major references should be cited here. Equations should be numbered consecutively flush to the right.

2.1 Equations

If the manuscript consists of some equations, the word processor used should support writing equations [6].

$$\frac{\partial \theta}{\partial \tau} = J(\Psi, \Omega) + \frac{1}{PrRe}\nabla^2 \theta \qquad (2.1)$$

The equation should be serially numbered so that they can easily be referred to.

2.2 Figures & Tables

Figures & tables should be clear and readable [7]. They can be placed within a text or separately in an independent page. They must placed after it has been referred to and not before.

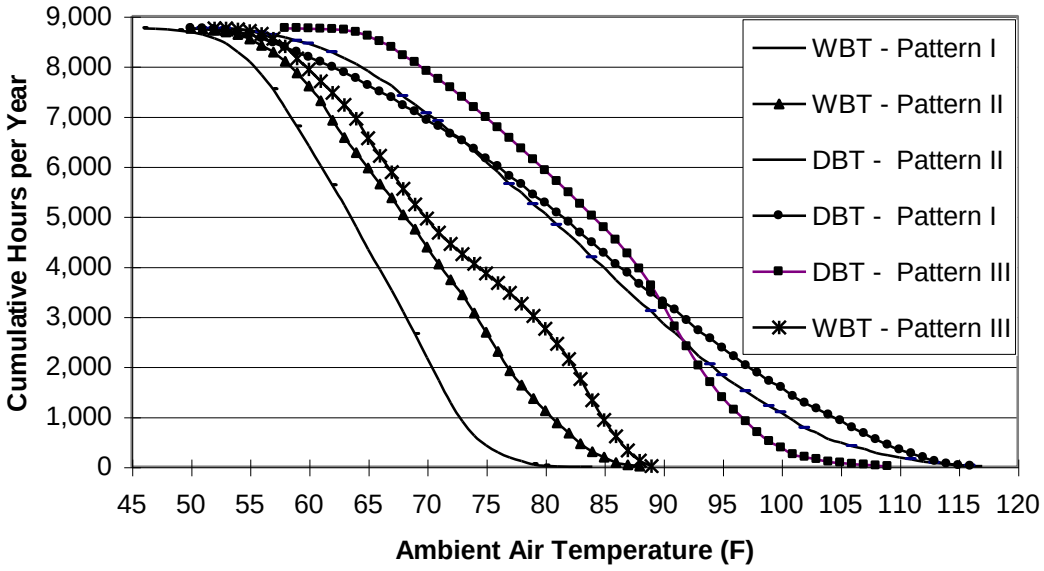

Fig. 2.1 An example of a graph

Chapter Three

Proposal For A Graduation Project

Explain briefly the challenge in your proposal and its major elements. You may include supporting illustration to support your proposal. Include your industrially suggested project in the appendix.

3.1 Margins

A margin of 1 inch should be left from top, bottom and right and 1.25 inch from the left since the binder occupies some space at the left margin.

3.2 Pagebreaks

Every chapter should start from a new page by using a pagebreak after the end of the chapter.

3.3 Indenting

Each paragraph can either start from the beginning of the far left or from the sixth position from the far left.

3.4 Periods & Commas

Two spaces should be left after a period and one space after a comma.

3.5 Paging

The pagination should be at the bottom center of the page. Omit the page number on the first page.

3.5 Spacing

The report should be typed in double spacing, 12pt size using Times New Roman style.

Chapter Four

Conclusions & Recommendations

References

All publications cited in the text should be presented in a list of references following the text (e.g. "Since Al-Amiri [1] has "), and the full reference should be given in a numerical list at the end of the paper. References should be styled and punctuated according to the following examples: journal article [1]; textbook [2]; edited book [3]; thesis [4]; unpublished report [5]; published report [6]; proceedings [7] patent [8] and web sites [9].

1. E.M Bastaki, Writing, a Graduation Project, Scientific Journal of U.A.E. University 5 (11) (1990) 42-50.

2. A. Bejan, Convection Heat Transfer, second ed., Wiley, New York, 1995, pp. 62-75.

3. K. Vafai and A. Al-Amiri, Non-Darcian effects in confined forced convective flows, in: D. B. Ingham, I. Pop (Eds.), Transport Phenomena in Porous Media, Pergamon, UK, 1998, pp. 313-329.

4. W. Yang, Two-phase swirl flow, PhD thesis, University Illinois, Chicago, IL, 1997.

5. S.P Vanka, Efficient computation of viscous internal flows, SBIR Phase-I Report, NAS3-25573, Propulsion Research Associates, Westmont, IL, August 1989.

6. J. Davids, D. Smith, Analysis of constant-velocity joints under high torque, HMSO, London, 1996, pp. 1-8.

7. V.P Carey, Modeling of microscale transport in multiphase systems, in: J.S. Lee (Ed.), Proceedings of the 11th Heat Transfer Conference, Taylor and Francis, Philadelphia, PA, 1998, pp. 23-40.

8. T. Burns, US Patent No. 358498, 1995.

9. GP course web site, UAE University, http://www.engg.uaeu.ac.ae/gpu/.

Appendix A

Appendices are for details that your reader may need in order to replicate your work, but they are not required to understand your work. It should NOT be used as a "dumping" area for equations and data tables. Essential derivations, governing equations, key assumptions and definitions **DO NOT** belong here; they belong to the main text. Details of procedures **DO** belong here.

The equation should be serially numbered according to the Appendices (A, B, C, etc.) so that they can easily be referred to.

$$\frac{\partial \theta}{\partial \tau} = J(\Psi, \Omega) + \frac{1}{PrRe}\nabla^2 \theta \qquad \text{(A.1)}$$

Appendix B

Industrially Suggested Project

Company:

Industrial Supervisor:

Telephone: ..... Fax

Mobile: ..... Email:

Project Description: