SCHOOL OF ENGINEERING AND ARCHITECTURE

Department <Name>

Internship Title

Professional Experience

<Course Name and #>

student Name & Student ID

DATE REPORT PRESENTED

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1. Introduction

Overview of company including:
   a. Size of company
   b. Number of employees
   c. Main projects / products
   d. Countries of operation

2. Scope of Work

For each project / task assigned, include:
   a. Description of project / task
   b. Tasks student performed in project / task

3. Weekly Schedule

For each week of work, state the exact engineering tasks performed that are related to the student’s major of studies, as well as other performed tasks.

4. Summary of Learning Experience

Relate the work performed to each learning outcome as described in the syllabus.

5. Appendices

Any relevant material that supports the information in the report.