



FACULTY OF ENGINEERING

EG1602 Vacation Internship Programme

Guidelines on writing VIP Report

Students are required to submit TWO 5-15 page VIP reports. The first report is to be submitted at the end of 7th week of their internship and the second report is to be submitted within one month upon completion of the internship. The first report should include the company's training schedule (see [Download Forms](#)) and the journal description on training progress. The second report carries intellectual contents to highlight the student's experiences and benefits gained from the internship. Students are to hand the two VIP reports to their supervisors in their VIP companies, get them endorsed and cleared, and upload them in PDF format onto the VIP web system (secure) for their Mentors to grade. Students can find out from their Departments who their Mentors are. Students undertaking VIP will be graded on S/U basis. A well-organized and easily readable report is expected. The grading of the report will therefore be based primarily on the completeness of presentation with evidence of technical reporting skills. The following points are provided as general guidelines in writing a good engineering report:

- Plan ahead on writing the report at the beginning of and during the internship period. This step is to ensure that the information, when still fresh in the mind and at the time when motivation is high, is being recorded.
- Straightforward functional style of writing is recommended. Describe all pertinent facts, work experience, and observation without extraneous information.
- Clarity and readability may be improved by ensuring that
 - coherent ideas are grouped in separate paragraphs
 - sentences are grammatically correct
 - punctuation marks are properly placed
 - words are correctly spelt
 - the report should be typed
- The reports should be written under headings in the following manner:
 - Report cover (see [Download Forms](#))
 - Title Page (see Appendix 1)

- **Table of contents (see Appendix 2)**
- **Acknowledgements**

To acknowledge training provided by the management of the company, the assistance received from other persons during training, etc.

- **Main text**

The organisational structure and principal activities of the company may be briefly described. Its training schedule, assignments undertaken in chronological sequence and objectives may be described. Technical and other implementation details may also be described.

Students are expected to display a broader interest and within the limits set by his status, to gain information and form impressions on various aspects of corporate functions. Activities of particular technical interest, whether or not within a student's own major field should also be described.

- **Conclusion**

Concluding remarks on the work performance, observations and internship experience.

- **References**

If any, references to manuals and other pertinent literature should be listed.

- **Student Log Sheet and VIP Report Clearance Form (see [Download Forms](#))**

The Student Log Sheet and VIP Report Clearance Form should be attached at the end of the report (contents of the report must be cleared by the company). Once cleared, you are required to upload your report for your Mentor to assess.

- **Other requirements**

The typing should be the same font type throughout and double-spaced between lines and triple-spaced between paragraphs.

The reporting of the internship training should be between 5-15 typed pages.

Figures, plates and tables may be included when necessary to adequately describe certain details.

Appendices, if any, should be brief and contain details that are normally not described in the main text of the report.

Students are to remind their supervisors in the VIP companies to fill up the Company Feedback Form (see [Download Forms](#)) at the end of the internship and return it to the Administrative Officer in charge of VIP.

Report Cover should be the very first page of your Report.

Appendix 1

Vacation Internship Training Report [1 or 2]

AT

[Name of Company]

Reporting Period:

[dd/mm/yyyy-dd/mm/yyyy]

Submitted by:

[Name of student]

Dept/Year

Department of [] Engineering

The National University of Singapore

[Year]

Appendix 2

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