INDUSTRIAL ATTACHMENT FINAL REPORT GUIDELINES

(The final report must be submitted to the Office of Industrial Liaison within two weeks of completion of training stint)

THE INDUSTRIAL ATTACHMENT FINAL REPORT

Purpose and Academic Integrity

The Final Report serves as a comprehensive synthesis of the learning outcomes and experiential milestones achieved during the student's industrial attachment. This document must constitute an original contribution, authored solely by the student to reflect their individual insights. Adherence to these guidelines is a mandatory condition for all candidates on Industrial Attachment in the Faculty of Engineering and Technology.

Submission and Institutional Progression

The formal submission and subsequent approval of this report are stipulated pre-requisites for the successful completion of the Industrial Training module, a component of the Workforce Development Integration Program. Fulfilment of this requirement is essential for successful completion of your respective programme.

Technical Specifications

To maintain consistency with internal standards, all reports should conform to the following parameters:

Category	Specification
Words	2,500–3,000 words (exclusive of the title page, abstract, references, and appendices).
Layout	8.5" x 11" (Letter) with uniform 1-inch (2.54 cm) margins.
Typography	12-point Times New Roman or Arial. Tables, diagrams, images: Heading and details- 10-point

Table 1. Final report format

Technical reports are designed to convey specialized information efficiently. This guide explains the standard format for such reports, detailing the purpose of each section and offering practical advice for drafting and editing. Following this suggested structure will help you produce a professional document that meets industry standards for clarity and accuracy.

SUGGESTED REPORT FORMAT

i. *Cover page*

The cover page serves as the formal title page of the report. It must feature the official logos for both the Faculty of Engineering and Technology (FET) and the host organization (where applicable). Required elements include the report title, the student's full name and University Student Identification (USI), the specific FET department (e.g., Civil, Mechanical, or Electrical), and the final date of submission. Content on the cover page is excluded from the report's total word count.

Suggested length: 1 page

ii. *Summary*

The summary provides an overview of the report's core findings and conclusions. It should encapsulate the entire document concisely, typically addressing four key areas: a subject matter overview, the analytical method employed, key findings, and final recommendations.

To develop an effective summary, follow these steps:

a. **Review the report:** Re-examine the project structure, focusing on primary headings and subheadings and highlight key parts with respect to the chapter's objective.

b. **Synthesize sections:** Rewrite the primary objective of each chapter and outline the critical data points that support your main topics.

c. **Iterative Refinement:** Review the draft summary and adjust for context, clarity, and transition.

Suggested length: 1 page

iii. *Table of Contents*

The Table of Contents (TOC) provides a sequential list of the report's sections, enabling the reader to locate specific information efficiently by title and page number. While a TOC can be generated manually, it is strongly recommended that students utilize the automated Table of Contents feature under the References tab in Microsoft Word.

To ensure the automated TOC generates accurately, the document must be strictly formatted using standardized Heading Styles (Heading 1, Heading 2, etc.), appropriate subheadings, and strategic page breaks.

Suggested length: 1 page

iv. *Introduction*

The Introduction serves as a formal assessment of the student's integration into the professional environment, detailing their performance regarding assigned tasks and their collaboration with the regular workforce. This section defines the scope of the report and establishes its broader context by providing the necessary background information for the reader.

To ensure clarity, the introduction must:

a. **Establish Context:** Relate the industrial experience to the field of study.

b. **Define Objectives:** Clearly state the primary aims and purpose of the report.

c. **Outline Structure:** Provide a brief roadmap of the report's subsequent sections.

Suggested length: 1 page

v. *Body*

The body of the report provides a platform to examine and describe your participation across various functional areas. Students are encouraged to organize this section into a logical, thematic sequence that ensures clarity for the reader. Recommended areas for inclusion include, but are not limited to:

a. **Project Descriptions:** Detail each assigned project, including its current phase, your specific work activities, and the final deliverables. Clearly identify how you benefited from these experiences.

b. **Key Contributions:** Highlight your most significant assignments or tasks. Clearly state your specific contribution to its success and explain which aspects of this experience were most professionally rewarding.

c. **Theory vs. Practice:** Analyse the correlation between academic theories learned in the classroom and the practical applications encountered during industrial attachment.

Suggested length: 10- 15 pages. This may be extended.

vi. *Conclusions*

The conclusion provides a synthesis of the key insights and professional growth achieved during the industrial placement. In this section, students are expected to articulate the primary inferences drawn from their tenure at the host organization. Furthermore, students are expected

to present logical deductions based on the specific practical scenarios and technical challenges encountered during their training.

Suggested length: 1 page

vii. *Recommendations*

This section outlines proposed actions to address identified challenges or suggests improvements to existing processes. Recommendations should be categorized by stakeholder to ensure clarity and impact:

a. **For the Faculty of Engineering and Technology (FET):** Propose adjustments to the curriculum or administrative support to enhance the educational value for future students.

b. **For the Host Organization (Employer):** Suggest ways to optimize the work environment or project structure to make the training more rewarding and productive.

c. **For Future Students:** Provide strategic advice on how peers can maximize their learning and professional growth during the program.

Suggested length: 1 page

viii. *Reference*

The References section should provide a comprehensive list of all external data sources, including technical manuals, organizational policies, and academic textbooks used throughout the report. All citations must strictly adhere to a recognized academic style (such as APA or Harvard) to ensure the reader can locate the original material. References should be listed in alphabetical order by the author's last name or by numerical sequence, depending on the chosen citation format.

Suggested length: 1 page

ix. *Appendices*

The appendices serve as a repository for supplementary material that supports the report. This section should include essential documentation that may be too voluminous or detailed for the main body, such diagrams, high-resolution images, raw datasets, and technical specifications. These materials are usually vital for a comprehensive understanding of the project, and are excluded from the final word count.

Suggested length: Unspecified

FINAL SUBMISSION AND VERIFICATION

Upon completion, the final report must be presented to the host organization's management via your immediate supervisor for formal review. A separate signature page must be provided for comments and official endorsement. Once the appropriate signatures are secured, this verification page must be appended to the final document and submitted to the Office of Industrial Liaison within the Faculty, within two weeks from the last day of the training stint.

See signature specimen on page 6.

APPROVAL & COMMENTS

[The student must ensure all the required signatures are inserted before submission]

1. **Immediate Supervisor (Host organization):**

……………………….. …   ………………………………   …………………………….
[Signature of Supervisor]   [Designation]   Date

2. **Management (Host organization):**

……………………….. …   ………………………………   ……………………………….
[Signature of Supervisor]   [Designation]   Date

3. **Head of Department (Faculty of Engineering &Technology):**

………………………….……..   …………………………..
[Signature of Head of Department]   Date

4. **Industrial Liaison Officer (Faculty of Engineering &Technology):**

..………….……………..…………...   …………………………..
[Signature of Industrial Liaison Officer]   Date