



## Guidelines for Practical Training

### 1. Introduction

This document provides guidelines to plan and construct this report on practical training.

Practical training forms an integral and important part of undergraduate studies and each student shall submit his/her own written report describing the work undertaken during the period of training. If the practical training is carried out by a group of students or the vacation project is being used as a part of another project, report or assignment, the student must report this as per section 2 part 2 items 9 to 13, while each student must write his/her own item section 2 part 2 item 16. Reports must be submitted online through the two platforms provided, i.e. the google docs link as well as the clickUp upload. Set dates for submission will be announced via the clickUp pages of the modules and/or on the department's web page.

Students that have not completed the required work during the summer recess and have work planned for the June/July period are obliged to submit written notification of this fact requesting a later date for completion of the report.

### 2. The Objective of Practical Training Reports

The objective of a practical training report is to provide a summary of the work done during the training period and to determine the relevance of the practical exposure. It also serves to demonstrate the student's ability to present the concise report.

### 3. Presentation

#### 3.1 Report Structure

The report is project based, and so, is structured along the learning opportunities and outcomes achieved by the student through involvement in project activities during the period of the training. A 3-section electronic report is to be submitted online.

The first section contains the list of projects the student is involved in during the training period. This section is to be completed on google docs and collects all the relevant training meta-data for all students in a uniform and comparable manner. This section contains structured data input format for the student to complete in a succinct manner. This section contains a summary of ALL projects in which the student is involved. It is understood that the student might have worked in more than one place of primary assignment. This should also be indicated within the project-based structure of this first section. This section is to be completed only once for the entire report. It is ONLY a listing of all projects that have driven the student's learning experience during the vacation work without the need for the execution details.

The second section contains a detailed report of EACH project executed by the student during the vacation work, even if all projects are executed within a single company. This section is made up of seventeen (17) items, and should be REPEATED from the beginning to the end for EVERY project itemised in the first section. This section is made up of three parts. The first part is the project overview details and has items 1 to 8, which should be completed on google docs. The second part contains items 9 to 13 and documents information about the shared nature of the projects, including details of work done with other students and across other school modules and assignments/projects. This should also be completed on google docs. The third part contains a presentation of the techniques and tools used in the implementation of the

projects and how they are used. This section should be completed through two platforms. The first platform is google docs, and this is where items 14 and 15 are reported for each project. These items seek to identify the project implementation tools and techniques based on the knowledge areas that the student has been exposed to during the periods of training in the University.

The second platform for submission in this section is the clickUp, and this is where items 16 and 17 are to be submitted for all the projects. On this platform, the submission would be made as a form of upload. Item 16 is where the student is expected to write freely and in detail about how each project was executed. References should be freely made to the tools listed in items 14 and 15 for each project. If there are also supporting documents being submitted as indicated in item 17, and this would be expected to be so in most cases, these documents should also be freely referenced in item 16 as well. The details provided in response to item 16 for all projects should be written into a single Ms Word or pdf file, also following the projects listing indicated in the first section of this report. The sections of this file should, therefore, be a detailed report of implementation procedure for EACH of these projects, including tools, methodologies, techniques, and any other information relevant to HOW the project was done.

While there isn't really a hard and fast rule about how long this section should be, the general guideline is that the length of this segment should be dependent on the number of projects being reported. If the student listed only one project in section 1, it is expected that this should be about five (5) pages (but could be more if necessary), for two (2) to three (3) projects, it is expected that each project report should be between about three pages, and for four or more projects, about two pages reported for each project executed. You can write more pages in each instance if necessary. **The pages are counted for text of the document only, excluding appendices and large diagrams (except when the diagrams are small embedded images).** This is the absolute minimum, and any report that does not meet this minimum requirement would not be accepted. The general format is provided in the next sub-section. The signed employer report document should also be uploaded together with these documents on clickUp. Further details about employer's report is provided in 3.3 and must be strictly adhered to. Also, please see section 5 "student responsibility and involvement" of the document "guidelines for practical training in industrial engineering" for listing of possible contents of this section for each project. The last section (section 3) of the report is to be done as a reflection of the student's impression and experience of the vacation work and the companies of primary posting. **This should be completed on google docs, and only one entry should be made for the entire period.**

### **3.2 Restriction declaration table**

There are cases where the student is not allowed to write about certain aspects of the company or publish some information (table, images, diagrams, etc). This type of restrictions should be declared clearly immediately after the first page and such restrictions listed in a table just after the title page. The student may then start counting the number of pages written from after this declaration table.

### **3.2 Format and Language**

The report may be written ONLY in English and in the third person, and special care should be taken to ensure correct spelling and language structure. The clickUp document format preferred is Arial 11, and the line spacing should be 1.5 or double. The margins should be set to normal. Each subsection report of each project in this report file to be uploaded on clickUp should be differentiated from the body of the writing, making the sub-titles either **bold**, underlined, CAPITALISED or *italicized*, or any combination of these. If the lecturer feels the student has unnecessarily increased the spacing or font of the document to attain the minimum requirement, such document would be returned.

### **3.3 Employer's signed report and attestation**

The employer's report should be uploaded together with the clickUp document described in section 3.1. An attestation link has also been provided for employers to complete. Please ensure that your employer signs the form, complete the employer's link or does both. When doing this, the employer must indicate clearly the period during which the period worked AND how many days the student worked. This is important as the range of date during which the work was done does not suffice for the acceptance of the employer's confirmation of work done.

## 4. Evaluation

The report may be evaluated with regard to the following elements:

- Structure and layout
- Technical care
- Writing style
- Relevance of the project/work done
- Systematical approach with regard to the analysis of the problem
- Technical knowledge of subjects revealed with the solving of the problem.
- Only a minimal spelling and syntax faults will be allowed.

Reports that are unsatisfactory will be returned to the students for correction or to be rewritten.

## 5. Submission procedure and deadlines

Every student must make a complete submission, through the normal platforms and links and at the appropriate time.

### 5.1 Complete submission

There should be no incomplete submission. A complete submission includes a completion of the google document questionnaire and clickup upload. In particular, if a student does not upload document on clickup, such student would not be given any feedback because it is considered as no submission. While a student is allowed to gradually and progressively complete his/her submission on clickup, if such is incomplete, it would not be considered as a full submission. Except a submission is complete, the lecturer would not be obliged to give any feedback to the student.

All submissions must be done on clickup. The lecturer does not accept any submission via email, hence, this is not considered a submission. Any document emailed to the lecturer is considered null and void. Except the lecturer specifically asks for a student to email the document, it would be ignored.

### 5.2 Submission deadlines and feedback

The main submission links would be opened throughout the year, but the student should note that the normal submission deadline for vacation report is the end of the month of March each year. Any student that submits up until the end of March should expect their result when the first semester mark is being released. Just before this time, all students that have made complete submissions that are deemed unacceptable would get a feedback so that they can make the necessary changes and resubmit. Links would be provided for such resubmission, and the student must use that link/s for the resubmission. All resubmissions made promptly would still be processed as soon as possible in order for the results to still be released during the period when the results are published in June/July.

Since there may be some students that might not have completed their number of weeks for vacation work at the end of March, such would be allowed to submit by the end of September. All students that make full submission from after March up until the end of September should expect their result released by November when the second semester result is being released. Just before this time feedback would be provided for complete submissions and students that make prompt changes would still have their marks released when the semester mark is being released.

Any student that makes submission after September may expect their marks processed only in the month of December, and the release would be subject to the capacity to process such marks by the student Administration.

Students are advised to contact the lecturer ONLY if after the stipulated time to expect their results, such was still not released and if such student has obtained no information about the status of their submission.

### 5.3 Submission advice

You are strongly advised to submit your report during the March submission if possible. Submitting later in the year sometimes puts students under pressure when they need marks to present to bursars or companies. The student would not necessarily be entitled to a privileged treatment above others. You are

advised to plan your work and submission properly so that you would not put yourself under unnecessary pressure when the year ends.

#### **5.4 Joint submission of BPY 310 and BPY 410**

Students that could not get the number of days required after registering for BPY 310 the previous year may be allowed to submit both under 410 provided they now have the required number of days for both, or for 310 only if they wish to make a submission for 310 while they perfect their 410 submission. Special 310 submission links would be opened under 410 to allow such submissions. Submission for both 310 and 410 under 410 clickUp page should, therefore, be written as two separate reports and students making 310 submission i 410 must submit 310 ONLY in the link/s provided for such submission in the 410 module. No joint submission in a normal 410 link or a submission via an unspecified link would be acknowledged or admitted. **This arrangement is subject to changes by the faculty. Once the faculty allows students to reregister 310 and 410 modules if they are not completed in the year of registration, this arrangement automatically drops off.**

### **6. Feedback process**

Every student must make effort to ensure their submission is complete because the review terminates once the lecturer observes that the student fails in any of the expected submissions. For instance, if the minimum number of pages requirement is not adhered to, the review will terminate. This means it is possible that the lecturer has not checked the completion of online questionnaire before such review terminates, hence, when the student is informed of resubmission because of lack of adherence to the minimum number of pages, the issue of the questionnaire incompleteness might only become apparent after the pages issue has been resolved. It is, therefore, the duty of the student to ensure ALL stated requirements are strictly adhered to.

### **7. Sundry Issues**

#### **7.1 Responsibilities for vacation placement**

It should be noted that getting places for vacation work is the full responsibility of the student, and not getting a place would not be an excuse to change any of the rules of submission. Also, while the lecturer or the department may choose to assist by announcing opportunities, they have no obligation for such opportunities and would not be liable for such connections.

The lecturer would be under no obligation to help a student to check if such submission have been made since the student should be able to check themselves, and as such, the lecturer has no obligation to respond to such email if sent.

#### **7.2 Issues files and postings**

As a way of providing feedback to students who have issues to address before such is accepted, the lecturer usually posts issues files. Such files in most instances lists student numbers and provides summary of issues to address for students in such categories. If a student expects his/her marks based on schedules, such students should first check the posted issues files for their student numbers and possible issues to address. Sometimes, but rarely, the lecturer may include student names in such files, and in some instances, the lecturer may communicate such issues to the students, usually in response to their emails.

#### **7.3 Employer's form**

Students can either ask their employers/mentors to complete the online employer's form or sign the physical hard copies. You are also allowed to do both if you so wish. It should be noted, however, that if your mentor is not using a company domain name in their email address, such online submissions would not be accepted. For example, if the employer uses emails with domains like gmail, yahoo, hotmail, etc, you are advised to request a physically signed hard copy that would be submitted along with your form.