

UNIVERSITY OF PRETORIA

DEPARTMENT OF CIVIL ENGINEERING

PRACTICAL TRAINING REPORTS AT THE END OF THE ACADEMIC YEAR

All students are expected to do 6 weeks of practical training after the start of their third academic year. The students are then expected to write a report in English about the work they have done during their period of training. In the fourth academic year students register for SPY410 and submit the report at the beginning of the first semester.

Students who are unable to complete 6 weeks of practical training before the start of their final year must arrange with the lecturer on the first day of the semester to submit the report later.

GUIDELINES FOR WRITING THE REPORT

A template based on the Department's Guidelines for writing technical reports will be made available. Please note the following:

- ◆ The report must be typed on A4 sized paper, on one side only.
- ◆ The report must be bound.
- ◆ The report must be written in the third person.

The report should be compiled as follows:

1. COVER

2. FIRST PAGE

Title and the candidate's name.

3. SECOND PAGE

A summary of approximately 100 words. No information that has not been mentioned in the report may be featured in the summary. The summary consists of background, objectives, scope of study and a main conclusion.

4. THIRD PAGE

Declaration

5. FOURTH PAGE

Table of contents (index)

6. FIFTH AND FOLLOWING PAGES

The report itself. The report should consist of the following:

6.1 Introduction

- Background regarding the firm and vacation work
- Purpose of the report
- Scope, in other words what can be expected in the report

6.2 Contents – use a descriptive heading, not “Contents”

- Describe the organizational structure of the firm where vacation work was done.
- A short description of the training program, referring to the different tasks performed by the student. These descriptions should be illustrated by means of sketches and suitable captions.
- Comments on the quality of work as well as the level of accuracy and precision, etc, should be included.
- Day to day or week-to-week descriptions should be avoided. It is suggested that the student keep daily notes to assist him or her in the compilation of his final report.
- Information gleaned from published sources should be properly acknowledged by using the Harvard method of reference.

6.3 Own impressions

- Approximately 100 words reflecting the student’s own impressions of the program.

6.4 Conclusions

- The student gives proof that the purpose of the report has been fulfilled.
- Any further information, charts and other detail can be included as appendices at the end.

7 Appendices

The evaluation form should be bound into the report. The student should indicate with a tick his/her assessment of each of the items. The passing mark is 50%. However, should a student fail to achieve at least 5 out of 10 for the items “**Summary, Purpose, Contents of report, Own impressions and Conclusion**”, the report automatically has to be corrected even though the overall mark may be above 50%. The initial assessment will be done out of 100, but the following will be decreased pro-rata so that corrected reports will be marked out of 90, 80 and 70. **It is therefore in the student’s own interest to complete the report satisfactorily the first time.**

The Report on Practical Training form, to be completed and signed by the student’s employer or supervisor, should also be bound into the report.

SUBMISSION OF REPORT

The report on practical training should be submitted to the dropbox at the entrance to the Civil Engineering laboratories on **the day announced by the lecturer.**

These instructions, as well as forms, are also available on the department’s website.