

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 practical training during the 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 year students would register for SPY410, when they register for the research project. Students who were unable to participate in a third year tour will be required to complete a 10-page typed report on the sites visited, by performing a literature review as part of SPY410.

GUIDELINES FOR WRITING THE REPORT

Guidelines for writing technical reports will be made available for writing the final year research project report. If not yet available it may be extracted from <http://www.ais.up.ac.za/ebit/guides/siviel.pdf>. The format is as listed as follows:

- ♦ 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. FIRST PAGE

Title and the candidate's name, e g:

REPORT ON PRACTICAL TRAINING AT (name of firm)

Period : From..... to

Compiled by:

Degree course and year of study:

Student number:..... Report number: SPY 410

2. 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.

3. THIRD PAGE

Table of contents (index)

4. FOURTH AND FOLLOWING PAGES

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

4.1 Introduction

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

4.2 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.

4.3 Own impressions

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

4.4 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.
- Paragraphs/sections should be numbered as follows:

1. Heading

1.1

1.2

1.2.1

2. Heading

2.1

5 Evaluation

The attached 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 regarding vacation work 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 Mrs Marilise Lombard in **Room 11-26, Engineering 1, on the first day of lectures in the new year.**

These instructions, as well as forms, are also available on the website <http://www.up.ac.za/academic/civil/undergrad/>.