CE 402: Industrial training

Lecture: Outlines for industrial training report writing

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Instructions for Industrial training report writing

1. Only one final report to be submitted
2. Final report must be book-binding and pages within 30-40 pages
3. Each student has to prepare separate report and presentation (Must avoid plagiarism or it will deduce marks)

Outlines for Industrial training report writing

3. Outline for Industrial training report will as follows:

Cover page

Table of contents

Chapter 1: Description of the project site

-Must include google map of the site including GPS location

Observations

Chapter 2: Observations during site visit

-Must write the observations day-wise site visit in bullet point accompanied by evidence photos.

-Observations of design drawings and field visit in a same day must be separated by paragraphs.

-Observation must suffice to meet 3 W questions (What, Where, why.)

Learning outcomes and recommendations

Chapter 3: Learning outcomes and recommendations

-Must write learning outcomes and recommendations day-wise site visit.

-Learning outcomes and recommendations should be in bullets.

Conclusion

Chapter 4: Conclusion

- summarize project description,
- summarize observations,
- learning outcome and recommendations

Appendix

Appendix

- must include self assessment for Knowledge profile (K), Complex Engineering Problem (P) and Complex Engineering Activities (A) mapping with writing remarks of each point by 1-2 lines

- must include signed field log book

- Marks distribution sheet for Industrial training report
- Marks distribution sheet for Industrial training presentation
- Copy of introductory/forwarding letter from the Head of Department and received signed by industrial training company
- Copy of industrial training policy letter and received signed by industrial training company

Self assessment in the Appendix

Knowledge Profile (K)			
K	Description	Mapping	Remarks
K1	A systematic, theory-based understanding of the natural sciences applicable to the discipline	√	
K2	Conceptually based mathematics, numerical analysis, statistics and formal aspects of computer and information science to support analysis and modelling applicable to the discipline		×
K3	A systematic, theory-based formulation of engineering fundamentals required in the engineering discipline		×
K4	Engineering specialist knowledge that provides theoretical frameworks and bodies of knowledge for the accepted practice areas in the engineering discipline; much is at the forefront of the discipline	√	
K5	Knowledge that supports engineering design in a practice area	√	
K6	Knowledge of engineering practice (technology) in the practice areas in the engineering discipline	√	
K7	Comprehension of the role of engineering in society and of the identified issues in engineering practice in the discipline: ethics and the engineer's professional responsibility to public safety; the impacts of engineering activity in economic, social, cultural, environmental and sustainability terms	√	
K8	Engagement with selected knowledge in the research literature of the discipline		×

Complex Engineering Problem Solving (P)				
P	Attributes	Description	Mapping	Remarks
P1	Range of conflicting requirement	Involve wide-ranging or conflicting technical, engineering and other issues	√	
P2	Depth of analysis required	Have no obvious solution and require abstract thinking and originality in analysis to formulate suitable models		×
P3	Depth of knowledge required	Require research-based knowledge, much of which is at or informed by the forefront of the professional discipline, that allows a fundamental-based, first-principles analytical approach		×
P4	Familiarity of issues	Involve infrequently encountered issue	√	
P5	Extent of applicable codes	Are outside the problems encompassed by standards and codes of practice for professional engineering		×
P6	Extent of stakeholder involvement and level of conflicting requirements	Involve diverse groups of stakeholders with widely varying needs	√	
P7	Interdependence	Are high-level problems that include many component parts or sub-problems	√	

Complex Engineering Activities (A)				
A	Attributes	Description	Mapping	Remarks
A1	Range of resources	Involve the use of diverse resources (for this purpose, resources include people, money, equipment, materials, information and technologies)	√	
A2	Level of interaction	Require the resolution of significant problems arising from interactions between wide- ranging or conflicting technical, engineering or other issue	√	
A3	Innovation	Involve the creative use of engineering principles and research-based knowledge in novel ways		×
A4	Consequences for society and the environment	Have significant consequences in a range of contexts, characterized by their difficulty of prediction and mitigation	√	
A5	Familiarity	Are outside the problems encompassed by standards and codes of practice for professional engineering		×

Field log book in the Appendix

Attendance Log-book of Field Work
Industrial Training [Civil Engineering]
Semester:

Name: Student ID:
Section:

SL	Date	In-time	Out-time	Task/Work done	Signature of Field Supervisor	Remarks
01						
02						
03						
04						
05						
06						
07						
08						
09						

Note: Minimum Field work for any student should be 60 hours.

Signature of Faculty Supervisor
Name

Note: It's the responsibility of each student to collect signature of their supervisor regularly

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Field log book in the Appendix

Field Engagement

Name: **Student ID:**

Table1: Summary of Work to be prepared by student

SL. NO.	Task List	Time spent in hour	Date

Attendance Logbook

Note: Total hour spent in table 1 should be consistent with attendance logbook timesheet.

Signature of Faculty Supervisor

Name:

Note: It's the responsibility of each student to collect signature of their supervisor regularly

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Field log book in the Appendix

Field Engagement

Name: **Student ID:**

How much student was **engaged** in the field work?

- Very good [5]
- Good [4]
- Average [3]
- Below Average [2]
- Poor [1]

How **capable** the student is to perform the task by **himself**?

- Very good [5]
- Good [4]
- Average [3]
- Below Average [2]
- Poor [1]

How do you rate him/her for his/his **overall performance**?

- Very good [5]
- Good [4]
- Average [3]
- Below Average [2]
- Poor [1]

Special remarks on the performance of student (If any)	

Signature & Date (Field Supervisor) :

Note: It's the responsibility of each student to collect signature of their supervisor regularly

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Marks distribution sheet for

INDUSTRIAL TRAINING REPORT

Course Code: **Course Title:**
Title:

No.	Evaluation Criteria with Marks	Put Tick (√) Mark				Marks Obtained	Remarks
		Excellent	Average	Marginal	Fail		
ASSIGNMENT							
1	Content and organization (15)						
2	Creativity and originality (10)						
	TOTAL						
Submission date							Teacher's Signature

Semester: [...] **Year:** [...] **Level-Term:** [....] **Section:** [...]

Submitted by:	

Submitted to:	
	Designation, Dept. of CE, DIU

Marks distribution sheet for

PRESENTATION

Course Code: **Course Title:**

Title:

No.	Evaluation Criteria with Marks	Put Tick (√) Mark				Marks Obtained	Remarks
		Excellent	Average	Marginal	Fail		
PRESENTATION							
1	Content and organization (3)						
2	Delivery (3)						
3	Question and answer (3)						
4	Time Management (1)						
	TOTAL						
Submission date							Teacher's Signature

Semester: [...] **Year:** [...] **Level-Term:** [....] **Section:** [...]

Submitted by:	

Submitted to:	
	Designation, Dept. of CE, DIU

End of the Lecture