



ME 3398 – INTERNSHIPS

L. Ruhala
Summer 2019

FINAL REPORT OUTLINE

Due **July 23, 2019** at 6:00pm

Your final report will be broken into 4 major sections, with multiple subsections in each. Note that your Final Report is based 100% on your previous Progress Report. Please view the grading notes from your Progress Report for guidance and improvement. They are available on D2L in the Progress Report Assignment.

*** Note that each section of the Final Report should be an expansion of what you turned in for your Progress Report. ***

Try to avoid, or at least define, company jargon and acronyms!

FORMATTING, ORGANIZATION & LENGTH REQUIREMENTS

Your report must be typed, double line spaced, 12-point Calibri font, and justified alignment. Pages must be numbered. It must be saved in PDF format, and submitted via D2L in the Final Report assignment folder.

Your paper should have headings and subheadings following the outline below.

Note that a *paragraph of information* is required for each subsection in Sections 2 & 3. Make sure that, at the minimum, you cover the information in each of the bullets.

SECTION 1 – INITIAL REQUIRED REPORT ITEMS

COVER LETTER

- A one-page letter explaining briefly what you are turning in.
- It must be addressed to Dr. Laura Ruhala.
- It must be signed and dated by both the student author and the Internship supervisor.

TITLE PAGE

- Note that this is the Final Report for ME 3398-0#
- List the names of the student author and supervisor again, but don't sign.
- Include the name of your company, and perhaps the company logo (logo optional)
- Include a title that best describes your work.
- Include the due date.



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ABSTRACT

- 1-2 paragraphs – no more than 1 page.
- This briefly describes everything in the report. (Not to be written as a “teaser”.)

TABLE OF CONTENTS (TOC)

SECTION 2 – TECHNICAL ASPECTS

INTRODUCTION

- Describe the company for which you are working. What are the major products or services offered?
- Include the learning objectives that were initially developed to earn course approval.
- Identify how the internship relates to your academic courses.

TECHNICAL PROGRESS

- Discuss your progress towards completing your learning objectives. What challenges or setbacks have you encountered? Did any of your learning objectives remain incomplete?
- Summarize in 1 or 2 paragraphs the reason for this engineering project.

SECTION 3 – CAREER AND PROFESSIONAL ASPECTS

NETWORKING

- Reflect on how you found your internship position.
- Did networking play a role, and/or do you expect networking to play a role in future job searches?

CAREER SELF EVALUATION

- Analyze your strengths, weaknesses, opportunities, and threats/barriers to your professional development.

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- Consider the career path you might follow if you stay with this employer (or return after graduating).

ETHICS

- Identify and write about the ethical standards in your internship's field.
- Discuss a real ethical dilemma (if any) that has arisen during your internship experience.

INTERNSHIP EXPERIENCE

- Discuss your internship experience so far. Like other topics, this should be expanded from what you discussed in your Progress Report.
- Describe what other work responsibilities you have, so far, that are outside the scope of the engineering project(s). (E.g., attending meetings, shadowing an experienced engineer, learning software, etc.)
- Are you satisfied with the experience you have had? What challenges have you faced?

INITIATIVE

- Describe 2-3 actions taken so far during your internship that demonstrated your initiative.
- Identify some extra things you could offer to do or suggest some ways you might do your job more efficiently during future work experiences.

COMMUNICATION & TEAMWORK

- Discuss the types of engineering communication required by your internship.
- Describe your experiences with teamwork during your internship.

MARKETABLE SKILLS

- Discuss what skills you have learned during your internship that will be valuable in your education and career.



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SECTION 4 - REMAINING REPORT ITEMS

PROJECT MILESTONES AND COMPLETION DATES

- Focus on the timing of your internship.
- If it is acceptable to your employer, include a Gantt Chart in the appendix. Note that MS Project is preferred for creating Gantt charts, but see what program your employer uses. If it is not acceptable to your employer, state here.

REFERENCES

- This is a list of all works cited in the body of the report. Include here if applicable.
- Throughout the report, refer to a cited reference using a [#] in the text.
- Your list of references uses the same # in the [order of appearance](#) in this report.

APPENDIXES

- Statement of Work: include your initial Statement of Work/Learning Objectives. This is what you submitted to Lydia Henderson in Career Services to sign up for ME 3398.
- Offer Letter: include your Internship's offer letter here.
- Gantt Chart: would ideally be added here. It may be considered optional if the employer does not want to share.
- Resume: include the resume that you used to secure your Internship.