

Contents of the Internship Report

Content	Percentage
<p>A. Systems Documentation</p> <ul style="list-style-type: none"> • Company Profile • General Processes (overview of system) • Detailed processes in the assigned area <ul style="list-style-type: none"> ➤ The student could make use of flow/operation process charts, flow diagram to describe the operations in the assigned area • Manpower Requirement • Machines and Equipment Used • Raw Materials Used and Finished Products <ul style="list-style-type: none"> ➤ <i>(include only the contents that are applicable to the company)</i> 	25%
<p>B. Application of IE tools and Techniques and related activities</p> <ul style="list-style-type: none"> • The student must document trainings and relevant events attended during the conduct of his/her OJT • Relevant IE tasks performed and projects delegated should also be included which must consist but not limited to the following: <ul style="list-style-type: none"> ➤ duration of tasks/project (use Gantt chart) ➤ data gathered/utilized and how these data were used to perform a particular task ➤ results of the project 	40%
<p>C. Potential Problems/Areas of Improvement</p> <ul style="list-style-type: none"> • The student should be able to identify potential areas of improvement and provide symptoms of problems or evidence of the existence of the problem • Key Performance Indicators/metrics affected by the problem should also be included 	20%
<p>D. Student's Reflection</p> <ul style="list-style-type: none"> • A reflection on the whole internship program is required together with the associated impact of the training on personal/professional growth • It must include thoughts on how theory and practice are incorporated during the internship program 	15%