|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | |  | **FAHAD BIN SULTAN UNIVERSITY**  **COLLEGE OF ENGINEERING**  **DEPARTMENT OF CIVIL ENGINEERING** | |  |

**SUMMER INTERNSHIP (CIVE 400) REPORT**

**Student Name:**

**Student’s University Number:**

**Firm Name:**

**Firm Supervisor:**

### Training Date Interval: ….…./…….../20……. – ….…./…….../20…….

**University Advisor:**

**STATEMENT OF PLAGIARISM**

I hereby declare that, except where I have indicated, the work I am submitting in this report is my own work.

**Student’s Name and Signature**

**Table of Contents**

1. Description of the Company………. …………………………... Page Number
2. Internship Activities ……………………………………………. Page Number
3. Student Assessment of the Internship Learning Outcomes……… Page Number
4. Conclusions of the Report ……………………………………… Page Number
5. Appendices & Supplementary Material (if necessary) …………. Page Number
6. References (if necessary) .………………………………………. Page Number
7. **Description of the Company *(max 1 page*)**

Write paragraph(s) and you may add photos if necessary to answer the following questions:

* What is the full title of the company? *Give a brief history of the company, full mailing address and relevant web links.*
* What is the working area of the company? (briefly explain the field) Construction or design?

1. **Internship Activities *(min of 20 / max of 30 pages*)**

**Week No. 1:**

....................

This is the main body of your report. During the internship period, an intern may focus on the following types of analysis and questions. Write paragraphs and you may add photos if necessary to answer all the questions in the list:

* Describe your working conditions and functions, such as; who is your supervisor (include his/her name and position); other team members or co-workers and what their functions are to complement yours.
* Provide an overview of the project.
* Describe what kind of working documents and analysis you did there and what experiences you have gained throughout your training.
* A comparison between theory (learned in the classroom) and practice (observed at the company) must be made.
* Show some work samples that you have encountered/conducted at the company through graphs, pictures, data, drawings, or design calculations and include them in your report.

**Week No. 2:**

....................

**Week No. 3:**

....................

**Week No. 4:**

....................

**Week No. 5:**

....................

**Week No. 6:**

....................

**Week No. 7:**

....................

**Week No. 8:**

1. **Student Assessment of the Internship Learning Outcomes**

Indicate contribution of your internship to the development of your personal and professional skills as outlined below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assess the skills and values gained after training** | | | **(yes)** | **(partial)** | | **(no)** |
| 1- You explained engineering concepts and skills to solve problems related to your discipline. | | |  |  | |  |
| ***Explain by giving examples*** | | | | | | |
| 2- You discussed the ideas and work results. | | |  |  | |  |
| ***Explain by giving examples*** | | | | | | |
| 3- You showed and presented the reports professionally to demonstrate the professional development. | | |  |  | |  |
| ***Explain by giving examples*** | | | | | | |
| 4- You used software(s) for preparing reports and presentations. | | |  |  | |  |
| ***Explain by giving examples*** | | | | | | |
| 5-You followed safety regulations, ethical and professional responsibility in the fieldwork and office work. | | |  |  | |  |
| ***Explain by giving examples*** | | | | | | |
| 6-You gained practical experience from co-workers. |  | | | |  |  |
| ***Explain by giving examples*** | | | | | | |
| 7-You shared the leadership quality and responsibilities gained from the field training experience. | |  | | |  |  |
| ***Explain by giving examples*** | | | | | | |

1. **Conclusions of the Report *(max 1 page*)**

This section should include;

* A summary of key conclusions derived from the internship experience.
* General observations about the sector in which your internship company operates.

1. **Appendices & Supplementary Material *(if necessary, max 2 pages)***

Sample office works, sample field works, charts, graphs, pictures, etc.

1. **References *(if necessary, max 1 page*)**

* List references to papers, textbooks, web pages, user manuals, etc. in this section and number them consecutively.
* Give citations to each of these references inside the text in the standard way.