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| Engineering |

Internship Report Template

Department of Engineering

http://placements.eng.cam.ac.uk

Title

**INTRODUCTION**

This booklet will take you through the steps you need to take in order to qualify for the CUED Industrial Experience Requirements. Once you have completed all the sections, you should then present the document to the Industrial Placement Coordinator for confirmation that you have met the requirements.

I hope you enjoy your experience and I look forward to hearing all about them on your return.

**Vicky Houghton**

**Industrial Placement Coordinator**

placements-coordinator@eng.cam.ac.uk

BNO-41

Department of Engineering

University of Cambridge

Trumpington Street

Cambridge, CB2 1PZ

[http://placements.eng.cam.ac.uk](http://placements.eng.cam.ac.uk/)

<http://www.facebook.com/CUEDIE>

Tel:  (+44) 1223 332791

**REQUIREMENTS AND AIMS**

The Faculty Board of Engineering have agreed that students are required to complete a minimum of six weeks of relevant industrial experience by the end of Part IIA of the Engineering or Manufacturing Engineering Triposes [by the end of the third year].

Please note you DO NOT have the summer between year 3 and 4 available to complete the placement.  Our recommendation is always to aim to complete the work in the summer months between year 1 and 2 AND/OR the summer between year 2 and 3.

**What is relevant industrial experience?**

Relevant industrial experience is defined as work of a technical nature that is related to the subjects studied in the Engineering Tripos and the Manufacturing Engineering Tripos. It may involve research, design, development, testing, manufacturing, construction or research work, and should include interaction with the work of others who are likely to be professionally qualified.

**What are the aims of an internship?**

* To meet the tripos requirements
* To give understanding to academic principles and added relevance to course work
* To develop analytical, problem solving, practical and presentation skills
* To develop an understanding of commercial, time, practical and human restraints
* To develop personal skills in particular self-management, working in teams, relating effectively to others and customer/client relationships
* To develop your careers aspirations and future decision making in this area

**DOCUMENTING YOUR INTERNSHIP**

**INTERNSHIP REPORT**

Confirmation from your employer is necessary and should preferably be in the form of a signed report. We ask for details of the duties, tasks and your responsibilities you have undertaken, however we are sympathetic to confidential information. Please ensure you do not compromise yourself or your employer. A template is provided for you to use, however it is acceptable to use your employers own reporting system.

The detail must include, as a bare minimum:

* Your name and college
* The start and completion dates of the internship
* A description of your activities, preferably in the context of the company's activities
* A counter-signature from your supervisor or a manager
* Their name and contact information (email address will suffice).

**EMPLOYER REVIEW**

This should be filled in by your employer and is a chance for you to gain some useful feedback on your performance. It is suggested that you arrange a suitable meeting with your manager prior to the end of your internship to allow the report to be verified and counter-signed before your departure.

**INTERNSHIP REPORT**

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| NAME: | Year of entry: |
| COLLEGE: | CRSID: |
| INTERNSHIP DETAILS |
| Name of organisation: |
| Full postal address of organisation:Contact or Supervisors name:Contact or Supervisors job title:Contact or Supervisors email:  |
| Organisation website: |
| Start Date:  | End Date:  |

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| I certify that this accurately summarises the work undertaken by: |
| Student Name: | College: |
| Start date: | End date: |
| Organisation: |
| Supervisor Name: | Position: |
| Signature: | Date: |

Please ensure the company employer details on the summary page are correct before signing.

**EMPLOYER REVIEW**

*Please indicate the most appropriate description for each category.*

**ATTITUDE TO WORK**

**Will the student ask for more work or look for jobs to do?**

1. Hard working, strong enthusiasm for the job.

2. Interested in most aspects of work, makes efforts to improve standards.

3. Shows some enthusiasm, a steady approach to routine work.

4. Does what is required but can be without interest or enthusiasm.

5. Reluctant to work, lacking interest or enthusiasm.

**OUTPUT OF WORK**

**Does the level of work produced fit the student's level of experience and knowledge?**

1. Outstanding in the amount of work he/she does.

2. Gets through a great deal of work.

3. Output satisfactory.

4. Does rather less than expected.

5. Output regularly insufficient.

**ORGANISING AND PLANNING ABILITIES**

**Does the student have the ability to organise the work effectively?**

1. Shows high degree of initiative with organising his/her work load.

2. Can safely be left in charge to monitor own work load.

3. Is able to organise work with minor instructions.

4. Works well with direction, can show signs of planning abilities.

5. Needs someone to organise work for them.

**ATTITUDE TO WORKING IN GROUPS**

**Does the student prefer working alone or with others?**

1. Participates fully and effectively as a team member.

2. Sensitive to role of others - contributes occasionally to team effort.

3. Understands own role and relationship to other group members.

4. Performs own role adequately, but not aware of effect on the group effort.

5. Does not comprehend need for co-operation and prefers to work alone.

**SAFETY AWARENESS**

**Does the student understand the need for safety regulations and act responsibly?**

1. Always observes and applies high standard of safety.

2. Works safely, exercises caution with unknown factors.

3. Works safely under supervision.

4. Has shown little safety awareness.

5. A careless attitude to safety.

**SKILLS/ABILITIES GUIDANCE NOTES**

**SPEED OF LEARNING**

**Once you have explained a task, are you confident the student is able to carry out the work?**

1. An exceptionally quick learner.

2. A quick learner.

3. Learning ability satisfactory.

4. Unable to comprehend some instructions.

5. Has difficulty grasping new concepts.

**QUALITY OF WORK**

**Can you expect work to be done to a set standard or do you need to check everything?**

1. Distinguished for accurate and thorough work.

2. Maintains a high standard.

3. Work is generally of good quality.

4. Quality is inconsistent.

5. Inaccurate and slovenly in his/her work.

**SELF CONFIDENCE**

**Does the student realise his/her abilities?**

1. Has positive and confident approach to work/new tasks.

2. Confident on routine work, cautious with new work.

3. Well-practised tasks confident, very cautious with new work.

4. Works well but lack of confidence impairs performance.

5. Potentially useful worker but lacks self-confidence.

**WORKING WITH PEOPLE IN AUTHORITY**

**How does the student respond to authority?**

1. Inspires confidence and communicates well.

2. Works well with those in authority.

3. Lacks some confidence in communicating with authority.

4. Responds to direction but does not communicate well.

5. Tends to show negative attitude to those in authority.

**TIMEKEEPING**

**When late, does the student give genuine reasons for lateness?**

1. Always on time, sometimes early, very reliable.

2. Usually reliable, only occasional lapses.

3. Fairly reliable, sees need for punctuality.

4. Has difficulty in keeping time, sees need for promptness.

5. Very unreliable, does not see need for being on time

**STUDENT PERFORMANCE**

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| Your opportunity to say a few words outlining the student’s strengths and weaknesses. |
| NAME | SIGNATURE |
| DATE | POSITION IN COMPANY |