



Guidelines for Final Report

○ **General rules for the guidelines for Final Report:**

1. Report should be written in English on white paper of size A4.
2. Each student must write his final report individually.
3. Number of final report pages: 10-20 pages.
4. Student must print four hard copies of his final report.
5. The student has to submit a soft copy of his final report file as a soft copy (Microsoft word) saved on a CD RW with a label show the name, university ID, training Semester, name of the company or training site submitted along with the hard copy report to Department training coordinator.

○ **Content Specifications:**

1. First page -Title page should be including the following:
 - Student's name
 - Student's ID
 - Specialization
 - Training period
 - Training company
2. Margins to be set on the pages of the report as follows:
 - 25mm from the top and bottom of the page.
 - 40 mm from the left of the page and 25 mm from the right of the page
3. Font size is 12.
4. No spacing.
5. The type of font is Times New Roman.
6. List the contents of the report; A list of headlines and sub headings as they are existing in the body of the report, according to the sequence of pages.
7. Figures, Graphs, Pictures, Tables, and Caption must be labeled and clear.



○ **How to structure your final report:**

Items	Content
1. Title page	As mentioned, the title page must include student's name, student's ID, specialization, training period, training company, and the date of submission.
2. Abstract	An Abstract is usually 100 to 200 words and should include the following: <ul style="list-style-type: none"> ○ Brief information why the report has been written (i.e., what question or problem is it addressing?) ○ How the training summer was undertaken? ○ What the main findings were? ○ What the significance of the findings is?
3. Introduction	In the introduction, you need to explain the subject and purpose of your training, which means stating your summer training. Should ideally be no more than 200-300 words (one/two paragraphs.), and include the following points: <ul style="list-style-type: none"> ○ Explain in detail the type of project that you have training in and, ○ Clarify what was your role in the project, type of tasks you were working in, and so on. ○ A short summary of the project's processes, especially the stage in which you worked as a trainee.
4. Body	The body varies according to the type of report. Basically, it answers the questions — Who? Why? Where? When? What? How? In an investigative report, it would consist of all the information required to convince the reader that the conclusions and recommendations are valid/reliable. This information must be presented in a systematic way. Should ideally be no more than 500 words (two paragraphs.), and include the following points: <ul style="list-style-type: none"> ○ Write in detail what did you do in the project. ○ Describe your role in more detail and how your role contributed to the success of the stage in which you worked on the project. ○ Description and explanation of the project stage in which you trained, supported by pictures and table.

○ **How to structure your final report (Cont.):**

5. Conclusion	<p>The Conclusion should be as brief as possible.</p> <ul style="list-style-type: none">○ They should be presented in descending order of importance and should not suggest action.○ Conclusions should be free from speculation (i.e., ideas for which you have presented no evidence), have no new thoughts or references introduced and contain no further discussion of points raised.
6. References	<p>The list of References is an accurate listing, in strict alphabetical order, of all the sources referred to.</p> <ul style="list-style-type: none">○ Use APA in-text citation style to cite any references you may include it in your final report.○ You may use any websites to assist you in how to cite your references, such as “Citation Machine”○ Reference’s page must be as a separate page.



Guidelines for PowerPoint Presentation

○ General rules for the guidelines for PowerPoint presentation:

1. Presentation language is English.
2. Each student must present his specific topic individually.
3. Number of PowerPoint presentation slides: **10 – 15 slides**.
4. Presentation period: **15 minutes** for each student (**10 minutes** for Presentation and **5 minutes** for questions.)
5. The student has to submit a soft copy of his power point presentation file (Microsoft power point) and soft copy report (Microsoft word) saved on a CD RW with a label show the name, university ID, training Semester, name of the company or training site submitted along with the hard copy report to Department training coordinator.

○ Content Specifications:

1. First Slide-Title slide should be including the following:
 - Student's name
 - Student's ID
 - Specialization
 - Training period
 - Training company
2. Second Slide- Content of the presentation.
3. Ideal Font size of the topic is 28 (Bold).
4. Title/Subtitle should be different font size.
5. Standard fonts, such as Time New Roman, Garamond, Verdana, and Tahoma.
6. Figures, graphs, and picture must be labeled and clear.



○ **How to structure your presentation:**

Items	Content
1. Greet the audience and introduce yourself	Before you start delivering your talk, introduce yourself to the audience. This will Give a good impression for your audience.
2. Introduction (<i>should be 3-5 slides at least</i>)	In the introduction, you need to explain the subject and purpose of your presentation whilst gaining the audience's interest and confidence. <ul style="list-style-type: none">○ Introduce your general topic (e.g., general information about the project, company, your role in the project و project site map and so on.○ Explain your topic area (e.g., type of the project that you have trained in, such as highways project, building project, and so on.)○ State your presentation's purpose. (e.g., objective from the project that you have trained in.)
3.The main body of your talk (<i>should be 10 slides at least</i>)	The main body of your talk needs to meet the promises you made in the introduction. <ul style="list-style-type: none">○ Main points should be addressed one by one with supporting evidence and examples. For example, explain the stage in the project that you have trained in and supported explanation with figures, pictures, and tables.○ Allow time for audience to take relevant notes and stick to the topics you have prepared beforehand rather than straying too far off topic.
4. Conclusion and recommendation (<i>should be 3-5 slides at least</i>)	<ul style="list-style-type: none">○ Briefly summarize the highlights of your summer internship and what you gain from it.○ Introduce the advantages and disadvantages that you encountered during your summer training.○ Make recommendations that you might find important in your summer training

Best wishes

Summer Training Committee