

CO-OP TRAINING FINAL REPORT

College of Applied Industrial Technology

The student can write here a short abstract about his report. The abstract should not exceed 5 lines. This is a template for the CO-OP Final Report.

2020

Summer Semester of 1437/1438

5/25/2020

**The Training Company**

Write the name of your company here

**Prepared By**

Write your name here

(Student ID)

**Submitted to**

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*Summer Training Coordinator*

**Table of Contents**

[1. Introduction 1](#_Toc480704231)

[2. Main Body of the Report 1](#_Toc480704232)

[2.1. How to use subtitles 2](#_Toc480704233)

[2.2. How to use subtitles 2](#_Toc480704234)

[2.3. Important points 2](#_Toc480704235)

[3. Page Numbering, Tables, and Figures 2](#_Toc480704236)

[3.1. Tables 2](#_Toc480704237)

[3.2. Figures 3](#_Toc480704238)

[4. Discussion and Conclusion 4](#_Toc480704239)

[5. References 4](#_Toc480704240)

[6. Appendices 5](#_Toc480704241)

[6.1. Appendix (A): Appendix Title is Here 6](#_Toc480704242)

[6.2. Appendix (A): Appendix Title is Here 7](#_Toc480704243)

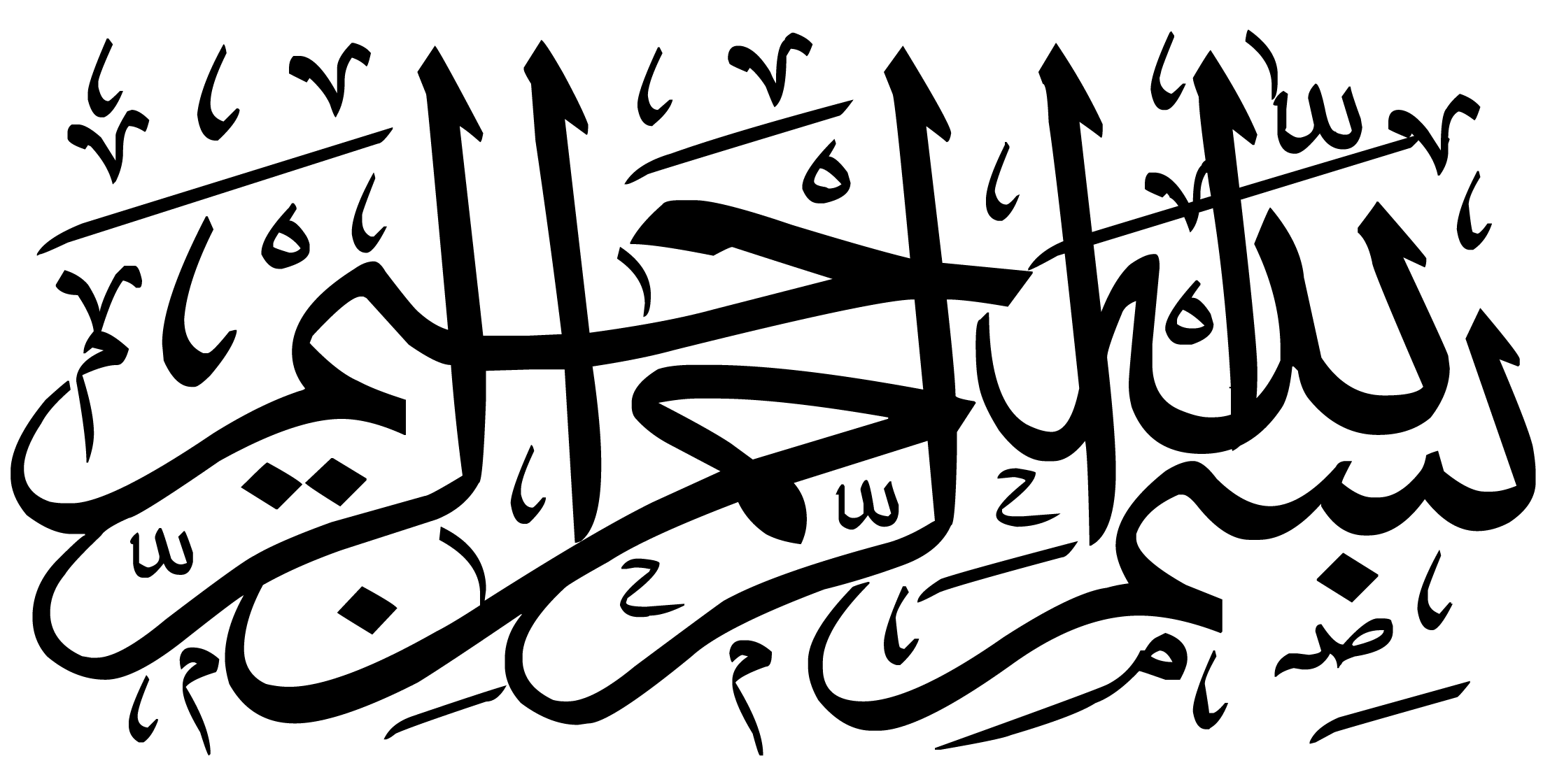
**List of Tables**

[**Table (1)** –Table caption 1 3](#_Toc480704244)

[**Table (2)** –Table caption 2 3](#_Toc480704245)

**List of Figures**

[**Figure (1) –** This is the figure caption 3](#_Toc480704247)



**Give ACKNOWLEDGEMENT to those who helped you.**

Acknowledgement section is recommended to be included. Acknowledgement means a statement or expression of thanks to all personnel or entities who assisted you during the CO-OP.

## Introduction

The introduction orients the reader to the report; it gives the reader some sense of what follows). It may include but is not limited to the following:

* Introductory paragraph about CO-OP training program, its objective and outcomes.
* One or two paragraphs with information about the company in which the training was conducted.
* The important topics presented in the report to enable the reader to follow the report easily.

## Main Body of the Report

Don’t write “Body of the Work” as a title or subtitle. Divide the main body into sections and subsections and use appropriate titles and subtitles. As you see in this section, the first letter in each word is Capital except the propositions. Always use a level of language that the reader can easily understand. The main body may include:

1. The CO-OP training schedule.
2. Brief observation, practices and comments regarding each applied item in the schedule.
3. Technical problems you faced or observed and how is it solved.
4. Any exciting features or technologies in the training company.
5. The courses studied by you which have direct impact or relation with the training activities.
6. Training activities you observed but not related to any studied courses.
7. Difficulties faced during the training program.
8. Any other useful information or material.

### How to use subtitles

In case of subtitles, as you see in this subsection, the first letter of the first word only is capitalized.

### How to use subtitles

Don’t forget; titles and subtitles always have the same format.

### Important points

1. In your writing, try to make each paragraph contains one subject. If the subject changed, use another paragraph.
2. Always keep logical relation between sentences in the body of the paragraph.
3. Use punctuation as appropriate.
4. Write with “Times New Roman” with 12 pt. Please follow this template.
5. If you download from a web page, do not use “copy and paste”. You must edit the text to be suitable for the document.

## Page Numbering, Tables, and Figures

The sections before Introduction should be numbered using Latin letters. However, starting from Introduction section until the end of the document (Appendices), Arabic numbers are used. Please follow the template. Tables, charts, diagram, photos, .., etc are used to make the subject understandable.

### Tables

Tables could be similar to the next two examples. As you see, tables must be numbered. Do not put table unless you mention it in the text. The tables appear only after the paragraphs which refer to them. The table caption always on top.

**Table (1)** –Table caption 1

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| **Table Header 1** | **Header 2** | **Header 3** |
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**Table (2)** –Table caption 2

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| --- | --- | --- |
| **Header 1** | **Header 2** | |
| **Sub header 1** | **Sub header 2** |
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### Figures

Figures are similar to the given example. Figures are similar in tables except that captions are at the bottom.

**Figure (1) –** This is the figure caption

## Discussion and Conclusion

This part ends the report and discusses or reflects the work done. The terms “Discussion”, “Conclusion”, or “Summary” may be used as a title for this section. The material in this section could be:

1. What was learnt?
2. The main conclusion and main personal outcomes from the CO-OP training.
3. Recommendation and final comments.
4. The student view of, how his CO-OP training may improve his professionalism.

## References

1. References must be listed at the end of the report. References should be mentioned in the context when appropriate.
2. Start with names, then the title of the reference, then the publisher, the edition, and then year of publication.
3. Be sure to use proper formatting and references when using quotes. There are lots of online guides to help you deal with quotations and referencing.

## Appendices

Sometimes you need to tell some data or information which may not be included in the context. This is the place. Appendices must be after the whole document. If there are several Appendices, each Appendix must start in a new page.

### Appendix (A): Appendix Title is Here

This is the context of Appendix (A)

### Appendix (A): Appendix Title is Here

This is the context of Appendix (B)