SUMMER PRACTICE REPORT
(AVM/AEE/APM 399 & 499)

GUIDELINES AND FORMAT OF THE REPORT:

1. The report should comply with the summer practice program principles.
2. Reports should be written in English.
3. The contents and information entered should be original, and the material used should not be a copy-and-paste from other resources (i.e. Internet). The report will be rejected if it is found to include such material.
4. The report should be typed as double space on one side of A4 sized paper. The left margin should be set to 3 cm; the remaining margins (right, top, bottom) should all be set to 2.5 cm. The text should be typeset with Times New Roman and the font size should be set to 12pt. For the main headings and sub-titles:
    o Main headings;
      Capital letters, Left aligned, Styles and Formatting as "*Heading 2*" (Arial, 14 pt, Bold, Italic)
    o Sub-titles;
      Small letters, Left aligned,Styles and Formatting as "**Heading 3**" (Arial, 13 pt, Bold)
5. Make sure you apply "Spelling & Grammar" check before printing the report.
6. The reports must be submitted to summer practice coordinators of the departments until 20th October 2017.
7. The reports will be evaluated and scored by the end of the fall semester.

   Successful: The average score of the examiners should be 60 or higher.

   For Review / Modification: If the average score is between 40 and 59

   Unsuccessful / Rejection: If the average score is below 40.