

# **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:
  - Main headings;  
Capital letters, Left aligned, Styles and Formatting as "**Heading 2**" (Arial, 14 pt, Bold, Italic)
  - 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 will be evaluated and scored by the end of the fall semester (for Aviation Management students).

**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.

7. The report must be **above 1000 words** for Aviation Management and **above 1500 words** for technical departments.

## CONTENT

The report must be written day by day consist of items below:

- Experiences
- Operations done at the company
- Work done at that day
  - Description of company briefly (Between 100-150 words)
  - How that work being done (explain briefly the methods and equipments used)
  - Safety precautions and important parts to be considered while doing business
  - What is done about occupational health and safety and environmental awareness by the company
- Relationship between work done at the company and contents of the courses at school
- Conclusion and recommendations to school about course contents by comparing of business