

Academic Report Guideline (Co-op)

Department of Architecture and Interior Architecture

The purpose of the Internship Report is offer students to describe their accomplishments and demonstrate what they learned through participation at Al Yamamah University. The report should be submitted within two weeks after you finish your Co-op training Program. In addition, the report should be approximately **2000 words**, single –spaced and consider taking the following format

1. First Page

First page should display student's full name, internship start and finish dates, working hours per week, company/institution name.

This page should be signed and stamped by the organization/company and university supervisor of the intern student.

2. A Brief Executive Summary of the Internship

A one-page summary of the company/institution and a short account of the major activities carried out during the internship period.

3. Table of Contents

Contents of the report with page numbers, list of tables, and list of figures.

4. Description of the company

This section should answer the following questions:

- What is the full title of the company/institution? Give a brief history of the company, full mailing address and relevant web links of the a link to the portfolio of the company.
- What is the type of ownership of the company/institution? State the main shareholders and their shares.
- What is the classification of the company (office type) according to Saudi council of engineers? (If you are training in a contracting company specify its classification according to Saudi contractors' authority.
- What is the scope of work of the company (specify main project types and the main regions that the company operates within) Who are regarded as the customers/clients of your internship company
- Provide an organization chart of the company, along with information on the number of employees.
- Provide a list of functions performed by different departments/divisions in the internship organization.

5. Coop activities

This is the main body of your report. During the internship period, an intern may focus on the following types of analysis and questions. You do not have to answer all the questions in the list:

- Describe your working conditions and functions, such as: Who is your supervisor (include his/her name and his/her position); other team members or co-workers and what their functions are to complement yours.
- Provide the department or division layout of the internship organization.
- Provide an overview (list) of the main projects / tasks you were assigned during the internship.
- Describe (in details) your role / contribution to the mentioned projects for example :
- (Conducting working drawings, generating 3D shots or renders, concept development, etc. ...) and to add a separate point beneath it as follows :
- Provide a detailed description of one of the projects / tasks you worked on and attach photos / drawings for this project (Brief about the project, design stage that you worked on, your detailed contribution, software's you used , challenges and obstacles etc. .)
- What kind of architectural software's did you use -OR Specify types /types of software's you used for various projects.
- Discuss the new concepts / drawings / technical skills / software's you have learned and specify in which projects you managed to gain those skills.
- Did you conduct a field visit during yours internship -if yes specify where, time, date and write a brief about the project you have visited.
- What are the main technical skills that you have learned from your supervisor?
- A comparison between theory (things you have learned in the classroom) and practice (things you did or observed at the company) must be made.
- Show some work Appendences and supplementary material that you have encountered/conducted at the company through graphs, pictures, data, drawings, or design calculations and include them in your report.

6. How Al Yamamah University prepared you for the coop.

7. An assessment of the coop

In this section, you should answer the following questions:

- What skills and qualifications you think that you have gained from the internship?
- What kind of responsibilities you have undertaken during the internship period?
- How do you think the internship will influence your future career plans?
- How do you think the internship activities that you carried out are correlated with your Classroom knowledge?

8. Conclusions of the report

This section should include:

A summary of key conclusions derived from the internship experience.

General observations about the sector in which your internship company/institution operates

9. Appendices and supplementary material (Drawings, 3D shots, Details, etc.)

10. References

Rules for writing the internship report:

- You do not have to provide a day-to-day diary of the internship activities.
- Do not write theoretical excerpts from textbooks! Describe what you exactly did there and what experiences you have gained throughout your training.
- The internship report should be between 1700 to 2500 words.
- The internship report should be original. Plagiarism will result in failure in the course and disciplinary action.
- You can include graphs, pictures, data, drawings, or design calculations in your report; however, they should not cover more than 1/3 of the page. Larger graphs, pictures, data, drawings, or design calculations should be given as an Appendix.

