

Report Guidelines for Summer Internship/CPT

1. Your report must be at least 10 pages in length, excluding figures. In other words, It should be a fairly detailed in-depth report of what you did this summer.
2. Your report must begin with a title page containing your name, the course number you are registered for, the course name (Summer 2013 CPT Internship Report), name of the company that you did the work for, dates that you worked for this company, date report was submitted, and finally, the name of the professor the report is submitted to.
3. Start with an Introduction that provides a general overview of what you did for the company during your internship
4. State the major problem(s) that you worked on and attempted to solved for the company during your internship.
5. Explain solutions proposed by others to these problems, or explain how the problems were being handled BEFORE you came.
6. Explain your solutions to these problems.
7. Summarize the major contributions that you made during your internship that helped the work of the company move forward?
8. Provide a bibliography of the references that you used during your work for the company. Your bibliography should follow your professional society format. For example, IEEE can be found at URL: <http://www.ieee.org/documents/ieecitationref.pdf>