

## Internship Report Requirements for CME 4803

Please follow the following structure for writing the internship report required to partially fulfil the requirements of the CME 4803: Internship in Chemical Engineering requirements

1. The report should have the following sections:
  - a. Title page: Include student name, ID#, email, company name, address, supervisor name, internship dates, faculty instructor
  - b. Introduction: Briefly describe the internship and the goals of the internship
  - c. The company: Introduce us to the company where you interned.
  - d. Internship responsibilities: Briefly describe the tasks assigned to you during the internship and explain your procedures in detail.
  - e. Internship Findings: Describe results obtained during your internship. What engineering skills have you learned?
  - f. Internship Summary
2. The report should be written using times New Roman font, 12 points, single spaced, 1” margins
3. The report should not exceed 10 pages total.
4. The report is to be submitted to the instructor of the CME 4803 no later than one week prior to the end of the regular semester (before finals), and no later than two weeks prior to the date that faculty submit grades to the University.