THE UNIVERSITY OF NEW SOUTH WALES
SCHOOL OF MINING ENGINEERING

INDUSTRIAL TRAINING REPORT

STUDENT GUIDE

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Objective

All students doing Industrial Training (IT) must submit a report at the end of the training. The report should cover all periods of approved employment. The document is expected to demonstrate the development of practical and professional skills in Mining Engineering through technical experience and application of theoretical knowledge. The student should be able to present the report to prospective employers, as a complement to their degree.

Submission

Typed reports must be uploaded to the Mity webpage (http://www2.mining.unsw.edu.au/MITy/Security/SignIn.aspx) no later than 28 days after the completion of each IT. If you have any problems with the upload, contact the IT Coordinator.

Length

The maximum page limit on the IT report is 14 pages excluding the appendices.

IT IS ESSENTIAL THAT THE FULL DETAILS OF THE WORK YOU ACTUALLY DID IS INCLUDED IN YOUR REPORT.

Report Layout

Reports must be typed, as legibility is very important. Use the IT Report template, available on the website, for writing your Report.

Each report should include:

1. A title page;
2. A table of contents, showing sections with headings;
3. An introduction outlining the Company, its products, the section/department in which you worked, and the Company's organizational structure (showing the section where you worked);
4. A section detailing projects or responsibilities on which you worked, with one-subsection for each project or responsibility. Each sub-section should describe the tasks you were given to do; any contributions you may have made; and the approximate time period spent on each project/responsibility;
5. A section describing the formal training you received;
6. A section in which you relate your work experience to your studies;
7. A conclusion which summarizes the report;
8. References should be made to books, technical papers, standards, etc. used during the training period and should be listed.
Where possible, descriptions or discussions should be illustrated with simple diagrams and sketches highlighting the basic features involved.

While writing the report, make sure you use the first person with active verbs - that is, use the word "I" and verbs which indicated what you actually did. Do not use the third person ("we") or the passive voice ("the project required") as these styles do not make it clear exactly what your contribution to the project was.

Show your work supervisor a copy of your report and discuss the content to ensure that confidential material is not disclosed.