

**ARBA MINCH UNIVERSITY**  
**ARBA MINCH INSTITUTE OF TECHNOLOGY**  
**Internship and Externship Coordination Office**

**Internship Report Writing Format:**

A cover page describing the following items:

- Your name
- The names of your University, Institute and School
- The name of your internship hosting company
- The duration of your internship
- The date of the submission of your report

1. 3-5 Inner preliminary pages describing the following items:

- Declaration of the student and the approval of the mentor and the supervisor-one page
- Acknowledgements(If any)-only one page
- An executive summary-only one page
- List of tables and figures(if any)
- Table of content

2. 7-10 Pages on how your project selected and worked out:-

- Project title & short summary of the project
- Problem statement & Justification
- Objective of the project
- Methodology
- Literature review(related to your specific work/problem)

3. 7-10 Pages describing the background of your internship hosting company, including:

- Its brief history
- Its main products or services
- Its main customers or the end users of its products or services
- Its organizational structure
- Its work flow

4. 15-20 Pages describing your overall internship experience and your specific work, including:

- Why do you select this company?



- In which section of the company you have been working and why?
  - What does the work flow in this section look like
  - Which work piece or work tasks you have been executing
  - What types of Mechanical Engineering methods, tools and techniques you have been using while performing your work tasks.
  - What major challenges and problems you have been facing and identifying while performing your work tasks.
  - What measures you have taken(propose as a solution for the selected problems)in order to overcome these challenges and problems, etc.
  - Result & Discussion
  - What type of recommendations have you made regarding to the identified problems.
5. Pages describing the overall benefits you gained from the internship, including:
- What you gained in terms of improving your practical skills
  - What you gained in terms of upgrading your theoretical knowledge
  - What you gained in terms of improving industrial problem solving capability
  - What you gained in terms of improving your team playing skills
  - What you gained in terms of improving your leadership skills
  - What you gained in terms of understanding about work ethics issues, industrial psychology and related issues.
  - What you gained in terms of entrepreneurship skills
  - What you gained in terms of improving your interpersonal communication
6. 3-5 pages describing your overall/general conclusion and your recommendations for the company.

