

**AL-HUSSEIN BIN TALA UNIVERSITY**

**ENGINEERING FACULTY**

[**PRACTICAL TRAINING**](http://elearning.ahu.edu.jo/course/view.php?id=34557)

**FINAL INTERNSHIP REPORT**

**FIRST SEMESTER 2020/2021**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Training Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Training Duration: From \_\_\_\_\_\_to \_\_\_\_\_**

**Date of report submission: \_\_\_\_\_**

# INTRODUCTION

About 150 words in length, and three to four paragraphs.

The introduction should include:

1. Your internship period and a brief description of your employer and your position in the company.
2. Brief outline of your role and expectations placed on you.

### **1.1. My experience as an employee (or participant in the workforce)**

Describe the organisation(s) where you worked, what sort of work they do, the size of the organisation and where you fit in. Describe the role(s) that you were assigned and the type of work that you did. Also, describe who your supervisor(s) was/were and their role(s). Give a brief evaluation of your internship **as an employee** – was it what you expected?

**About 250 words**

### **1.2. My experience as an intern**

Describe your ‘recognition’ as an intern and ‘student engineer’ *by your employer/sponsor*. How were you supervised? Were you encouraged to learn ‘on the job’ – i.e. to learn from your experiences at work? Was this learning consolidated or verified by your employer? Can you cite ‘unstructured’ experiential learning outcomes – i.e. achievements relevant to your professional insight and future that were not triggered by AHU or employer ‘prompting’? Did you have/request a workplace mentor? Were you able to integrate your work experiences with your learning and professional development (i.e. with each reinforcing the other) successfully, efficiently, readily? Give a brief evaluation of your internship **as an ‘engineer in training’** – was it what you ‘needed’?

**About 250 words**

### **1.3. My experience as a future engineer**

Describe the main insights on professional engineering that you’ve taken from your workplace experience. Do your insights contain an emerging critique of your past experience? Were you working with experienced professional engineers? If ‘yes’, in what ways were they your role models? [If ‘no’, how did you deepen your understanding of professional practice?] What examples can you cite? Were there any ‘big surprises’? What new insights have you gained on emerging/changing engineering obligations, opportunities and challenges? What is changing, or may need to change, in the specific settings you experienced? What is propelling/might propel such change? Who and/or what has been most influential in shaping your ‘developing world view’ of engineering practice? What meaning does that hold for you, as you plan for your future? Overall, were you actively engaged with such questions? How? In what respects have you clarified **your professional values, aspirations and plans** – what have you gained?

**About 250 words**

**2.0 WHAT I HAVE LEARNED - DEMONSTRATE LEARNING OUTCOMES**

You are required to *demonstrate* learning outcomes for each of them. While it is acknowledged that some students may not have been exposed to the full list during their internship, it is important that you are able to write about why that was the case and what you will do to complete in future internships the two or three objectives you may have missed. The word ‘demonstrate’ means that you need to provide evidence of how you have achieved the outcome through a specific example. The comparison below shows the difference between something that is described (makes claims) versus something that has been demonstrated (provides evidence):

|  |  |
| --- | --- |
| **DESCRIBED** | **DEMONSTRATED** |
| I developed strong communication skills during my internship as evidenced by the many reports that I wrote and the good feedback I received from my supervisor. When I first started writing reports my supervisor had to make a lot of edits but over time I learnt from his edits and I improved my writing. Eventually, my reports were accepted without any changes. | I reached a milestone in my internship with regard to written communication about half‐way through my 4 weeks. I had been writing reports for various clients and these were being edited by my supervisor. I was working on a fairly tricky job at Amman for Jordan Water. I put a lot of care into the report based on feedback from other reports and my supervisor told me that the report didn’t need any changes. He sent me an email which I have included in Appendix B of this report. |

The following sections explain the meaning of each subject learning outcome and the kinds of questions you should answer in your report to satisfy each outcome. Note that these questions are meant to be ‘thought starters’ only – just answering these questions alone is not sufficient to achieve a good mark in your report.

**2.1 Studying at University vs working in Industry**

Reflect discerningly on your academic preparation, workplace experience and directed workplace learning as contributing aspects of your professional development.

Identify key learned aspects prior to and concurrent with your internship. In particular, we are interested in your reflective learning. Feel free to describe learning outcomes that you’ve recognized during your internship, but we want you to write about 2 instances, in particular. These should relate to your professional development.

**2.1.1 Reflection 1**

**About 250 words**

**2.1.2 Reflection 2**

**About 250 words**

**2.2. My Learning Proposals**

Summarise – with 2 examples – the progress you’ve made in securing your professional development, working as an intern.

**2.2.1 Example 1 – First developmental episode**

**About 250 words**

**2.2.2 Example 2 – Second developmental episode**

**About 250 words**

**2.3. Application of Academic Experience at the Workplace**

Were you able to apply anything you learnt at University to the workplace? If so, what and how?. Do you think that you will be able to apply anything learnt in the workplace to your university studies? What do your answers mean for you, as you think about the rest of your course and your next internship?

**About 250 words**

**2.4. My Developing Attribute Claims**

Identify and substantiate claimed extensions of your engineering knowledge and skills gained during your workplace experience.

What extended/new knowledge and skills did you learn during your internship? Restrict your list to credible and substantive claims – avoiding generalities, over‐reach or untestable assertions. While you shouldn’t treat this reflective activity as an opportunity for ‘over‐hyped self‐promotion’, it should highlight your continuing development, appropriately acknowledging periods spent in an engineering workplace.

A minimum of 2 Developing Attribute Claims, relating to knowledge and skills development at or above ‘Advanced Beginner’ level, must be referenced in this report. Obviously, each claim will be based on ‘course to date’ learning.

Identify which courses that had more impact in your internship and intended Learning Outcomes extended/strengthened by your workplace experience.

**2.5. Workplace Culture**

Demonstrate familiarity, understanding and engagement with workplace cultures and expected social behaviour, compatible with emerging professionalism.

What features of your workplace culture ‘stood out’ for you? What impact did these have upon you?

What sort of company would you like to work in? What sort of work environment best suits you and why? What can you do when looking for a job to make sure that you will ‘fit‐in OK’ to the company culture?

What does it mean to be a “professional” and to what extent do you fulfil this? What are the industrial relations like at the organisation you worked for? What contributions did you make to the culture in your work ‘cell’?

**About 250 words**

**2.6. Observations of Fellow Professional Work Practices**

Recognize and respond appropriately (as a student engineer) to workplace challenges requiring ethical judgment and behaviour.

To what extent did you see Elements of Competency demonstrated by the professional people with whom you worked? Include the understanding of ethical practice that you were witnessing.

There should be general discussion but also some specific examples. Do not rely on self‐evident examples – like acting honestly or observing the law! Try to highlight dilemmas and/or complex choices, with no self‐evident response.

This section should NOT be about YOUR competencies but those observed in others around you.

**About 250 words**

**2.7. Developing My Communication Skills at Work**

Develop and demonstrate effective communication and documentation skills appropriate to professional engineering and its multiple stakeholders, across a range of settings.

You should be demonstrating one dimension of this all‐encompassing professional imperative while writing your internship report. Engineers not only need to write clearly and persuasively, but also succinctly, logically and accurately, under a ‘fit for purpose’ test of styling and use of language.

Effective professional communication is a learnt skill set of many dimensions, some generic, that we refine through practice and critique. Generic dimensions include measures of ‘effectiveness’, concurrent time/cost constraints, organisational authorisation/approvals, traceability and risk management. In addition, new communication ‘enablers’, such as emerging media options, technology platforms, and collaboration tools, create regular possibilities for discerning improvement.

Engineers communicate in special ways – they have developed their own discourse. For instance, engineers need to be competent at reading, interpreting and preparing specifications and standards, including drawings and similar artefacts. They also need to give and receive oral and/or written instruction on technical and non‐technical matters, at a depth appropriate to circumstance and other participants.

Over time, engineers may become advocates, advisers or ‘interpreters’ in multi‐disciplinary settings (in dealings with non‐technical people, some highly educated!), marketing or sales executives, expert witnesses in courts of law, representatives in political processes, or managers of complex communications with contractual or unintended consequences.

Overlaid on these engineering‐specific requirements, engineers also need to develop their inter‐ personal communication skills. For many, this is a more challenging expectation than the more technical aspects highlighted above. Listening is frequently more important than messaging – obviously both are required.

Which dimensions of professional engineering communications did you develop as part of your internship? How was this achieved? How ‘comprehensive’ is your experience to date?

**About 250 words**

**About 250 words**

**2.8. My Appreciation of Sustainability Issues**

Demonstrate a developing understanding of social well‐being and sustainability framed by personal contributions made as an intern.

Engineering is all about solving problems for the benefit of humankind and the planet in general. In the context of your recent work experience, how do you now understand this characteristic of engineering practice?

How have you contributed to that during your internship? Have you done so in a sustainable way? How? What can you do to improve your sustainable practice?

Do engineers sometimes create problems? Have you encountered an example that you’ve been able to ‘resolve’?

[Do not write about printing double sided or recycling. It’s about your engineering work! ]

**About 250 words**

**3.0 CONCLUSION**

With your report now written, you should be able to summarize or wrap up the main points of your Final Internship report. This section should demonstrate how you have proven your points of view. It should leave the reader with an interesting final impression and a sense of closure.

**About 150 words**