UNIVERSITY OF UTAH
MATERIALS SCIENCE AND ENGINEERING INTERNSHIP – MSE 5800/5801

TECHNICAL REPORT REQUIREMENTS

General Format
- Typed, double-spaced
- 15 to 20 Text pages in length (i.e., exclusive of figures, graphs, etc.)
- Spell and grammar checked; this should be a professional, college level report

1. **Title Page**
   - Your name, ID number, major, course title, semester, date paper submitted
   - Company name, supervisor's name
2. **Job Description**
   - The original job description approved by Internship Program Advisor
3. **Learning objectives**
   - Original learning objectives and modifications, if any, to those objectives
4. **Abstract**
   - Brief summary of paper
   - Prepare this abstract as a separate page, 100 words or less
5. **Technical Report**
   - Discuss **in detail** all technical aspects of this internship as it relates to your program of courses. Information should be sufficiently explicit and detailed for the Internship Program Advisor understand the technical aspects of your work assignments
   - This paper should not merely be a log of daily tasks, but should reflect research, analytical methods, and problem solving methods applied to the tasks performed, results and the impact of your results.
   - Give examples that show the application of your education and knowledge of the work performed.
   - Use illustration (tables, figures, drawings) that enhance the discussion of your work, being sensitive to proprietary information
6. **Conclusions**
   - How did the projects and responsibilities relate to theory learned in the classroom?
   - How will your experience help you back in classes?
   - What have you discovered about the work place environment that will help you conduct a career search after graduation?
7. **Resume**
   - Attach a current resume reflecting this most recent job experience
8. **Student Evaluation**
   - You fill this in.
9. **Final Employer Evaluation**
   - Your employment supervisor fills this in.
   - **No grade will be given without the employer evaluation**.

The Technical Report must be submitted the week prior to finals, or if your work experience began mid-semester, 14 weeks after beginning the work.