Faculty of Science Undergraduate Professional Internship Programme (UPIP)

**UPIP Report - Guidelines for Students**

All students undergoing the Undergraduate Professional Internship Programme (UPIP) must submit a UPIP Report by end of the semester of your attachment. This should be both submitted to Science Internship Management System (SIMS).

UPIP report is an integral part of the programme and you are expected to produce a well-organised and professional report. The following points are provided as general guidelines on writing a good report.

1) Planning - Plan the structure and content of the report at the beginning of and throughout the internship period.

2) Gathering and Recording Information - Record the progress and findings of your work in a timely manner.

3) Writing the Report - Present your information and findings in a straightforward and precise manner. Describe all relevant facts, work experience and observations, without unnecessary details. You may exclude any confidential or proprietary company's technical/scientific information.

Arrange the report as given in SIMS in the following manner:

- **a)** Summary - Summarise the attachment experience and conclusion in not more than 200 words.
- **b)** Acknowledgements - Acknowledge training provided by your employer, the assistance received from other persons during training, etc.
- **c)** Main Text - Describe the internship, its objectives, schedule and principal activities performed.
- **d)** Reflection - Reflect on the internship period and identify the learning outcomes achieved, including social and personal as well as any technical.
- **e)** Conclusion - Concluding remarks on the work performed, observations and the overall programme.
- **f)** References - If any, references to manuals and other pertinent literature should be listed.