

ENCH4VW Vacation Work

Guidelines for preparation of vacation work reports

Overview

The aim of the Vacation Work module is to allow students to develop an appreciation of a realistic working environment, enabling them to consider their studies in context. A total of 12 weeks of vacation work must be accumulated. A report on the work conducted is to be submitted to the department, together with a certificate of progress from the supervisor/company, in which the actual period is also stated.

There are typically two types of vacation work:

- Industrial placement
- Research and/or project work undertaken at the University

Reports on an industrial placement could include the following:

- A description of a specific project carried out, a test conducted or product manufactured
- A description of the operations or a specific process within the company, together with a critical evaluation

Reports on research or project work undertaken at the University would resemble a more traditional practical/technical report:

- A description of the research undertaken, which could include a review of the literature, experimental or simulation work, results and discussion

General structure of the report

The following components should be included in your report

- Cover page – include your name and student number, course code and description, and title of the project
- Certificate of progress – completed and signed by the supervisor/company. Complete the list of tasks yourself, the supervisor will verify.
- Abstract – A short paragraph (150-300 words) that states the background and motivation for the work, the methods and equipment used and the results obtained. For an industrial placement, the background of the company and the process studied/product manufactured, the methods used and the final critique on the process.
- Table of contents
- List of figures and tables
- List of symbols/Nomenclature
- Introduction – a short background which sets the context for the work, and a statement of the aims and objectives of the work.

- Main Body – This would contain various sub-sections where the details of the work are provided. For a research project conducted at the university you should include the following:
 - Review of literature
 - Equipment, materials and methods
 - Results and Discussion
- Conclusions - Not a summary, but rather a statement of the major outcomes of the work
- References
- Appendices – This can include raw data, supporting diagrams, graphs etc.

The report length will depend on a number of factors. It is obvious that the length of the report will correlate with the number of weeks of vacation work performed (e.g. if the student is claiming for 10 weeks, a five-page report would be insufficient). The various sections of the report should be completed in sufficient detail to allow the assessor to gauge the amount of work conducted within the period that is claimed. The final number of weeks allocated will also depend on the quality of the report, so every effort should be made to polish and improve the submission. Use a font size of 11 or 12, and a consistent font throughout the report.