

# **INDUSTRIAL EXPERIENCE REPORT**

by

**Name SURNAME**  
(Student No 1234567)

An official record of student practical experience gained in partial fulfilment of the requirements for the Degree of

**BACHELOR OF ENGINEERING**

from

**GRIFFITH UNIVERSITY**

**GRIFFITH SCHOOL OF ENGINEERING**

**2010**

ID: \_\_\_\_\_



# Griffith School of Engineering 4002ENG Industry Experience Report

## STUDENT DETAILS

Student Name: \_\_\_\_\_  
Student Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: (    ) \_\_\_\_\_  
Degree Program: \_\_\_\_\_

## COMPANY DETAILS

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Phone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_  
Company Profile: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WORK PERFORMED

(Please provide a brief summary here. More details should be provided within the written report)

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_

Finish Date: \_\_\_\_\_ Total Days Worked: \_\_\_\_\_  
(Based on 7.25 hours per day)

"I declare that this is a true and accurate statement of the work performed":

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPROVAL

Number of Days Approved: \_\_\_\_\_

Industry Experience Convenor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Preface**

## **Acknowledgements**

## Table of Contents

## **1. INTRODUCTION**

The periods and locations of the employment.

## **2. COMPANY PROFILE**

The nature and function of the employing bodies.

### **3. PROJECTS**

An overall perception of the projects in which the student was involved, including the value of the projects to the community, and how the projects were conceived and designed.

### **4. ROLES AND RESPONSIBILITIES**

Your roles and responsibilities as student engineer in the project and in the company.

## **5. EXPERIENCES AND KNOWLEDGES GAINED**

Technical knowledge, including an understanding of analytical and practical methods used to solve problems. This knowledge should be obtained from the student's own experience, gained from observing, reading and making enquiries relative to the projects.

Knowledge of administrative methods. This knowledge should be obtained from the student's own experience, gained from observing administrative work and studying the organization of the employing body.

## APPENDICES

### APPENDIX A – Experience Log

Daily Log		
Student Name:		Student Number:
Company Name:		
Day	Date	Activities

Weekly Log			
Student Name:		Student Number:	
Company Name:			
Week	Start Date	End Date	Activities

### APPENDIX B – Plans or Photos or Additional Materials

Included should be design drawings, design calculations, plans, photographs etc as appropriate, to illustrate the nature of the tasks performed.