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
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: _____________________________________________

"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
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

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td>Date</td>
</tr>
</tbody>
</table>

### Weekly Log

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Start Date</td>
</tr>
</tbody>
</table>

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.