



Jordan University of Science and Technology

Engineering Training Report

**Student Name
Student ID
Department**

Name of Training Institution

Training Duration: From To...

Date of report submission:

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Declaration

This report was written by (your name) a student in the (Name of your department) at Jordan University of Science and Technology (J.U.S.T.). It has not been altered or corrected as a result of assessment and it may contain errors and omissions. The views expressed in it together with any recommendations are those of the student(s).

Training Summary

Give a summary about your training. It should consist of about one page

The Report

Chapter 1: Company profile and training outline.

This section is limited to 2 to 3 page.

You should give the following information:

- i) The training supervisor name and address
- ii) The company's name, place and production area
- iii) The company's organizational structure
- iv) The number and job descriptions of the company employees
- v) The products and the production methods of the company

Chapter 2: Practical Training.

First outline the training program.

This chapter may be divided into sub-sections, each sub-section addressing a different subject of the training. It may be titled freely as appropriate. This chapter is limited to ten pages.

It should include the **work done during the training which is the most important part of the report**. The work done during training should be described in details. Use several sub-section, and maybe extra sections if needed. You can include;

1. Detailed flow charts and graphs of activities
2. Measurements and analysis you did or observed
3. The research and development activities that you contributed to
4. Maintenance and/or installation activities you participated in.
5. Any additional information that you would like to give.

Chapter 3: Impact of Engineering and learned skills on Training.

In a single page, the student should list what is learned in the various courses in the university and applied or observed in the training. This includes the knowledge, problem solving and learnt skills.

Chapter 4: Conclusions.

Give conclusions about your training (itemized), mainly the technical skills learned at the training site other than those gained at university.

Chapter 5: Recommendations.

This is a one page section which should include general recommendations about the training and the training program at the training institutions;

- An evaluation of the company and any related recommendations to improve the training program at both the university as well as the training institutions.
- It can include recommendations about the work/activities done in the training.

Other Requirements

The students must watch out for the following points:

- Should use your own language in writing the report. Copying from manuals or books is not acceptable.
- Spell check before submitting the report.
- Avoid repetition.
- The student may include tables, figures, pictures and technical drawings as needed.
- Figures and Tables should be numbered with captions and they should be referred to in the text.
- Use of the same font type of 12 point size, double spaced all over the report.
- The pages should be numbered. Chapter 1 starts with page # 1. Use Roman numbers (i, ii, iii,...) for all the pages before page # 1.

Evaluation of the reports:

The students training report may be scored as:

- Pass.
- Resubmit; requires minor modifications.
- Fail.

Company Evaluation Form by Student:



جامعة العلوم والتكنولوجيا الأردنية
كلية الهندسة
شعبة التدريب الهندسي
نموذج تقييم الشركة المدربة

إسم الطالب :-..... المعدل ()

القسم :-

اسم الشركة المدربه :-

العنوان:

نوع التدريب :- ميداني مكتبي ميداني + مكتبي

• هذا النموذج لأغراض تقييم الشركات ولا يؤثر على تقييم تدريب الطالب.

غير موافق نهائياً				أوافق بشده		
١	٢	٣	٤	٥		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	١	لقد قمت باختيار الشركة بنفسني ولم تكن ضمن عروض التدريب التي وفرتها شعبة التدريب الهندسي.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	٢	لقد كان مكان التدريب قريب من مكان السكن
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	٣	لقد وجدت كادر متخصص لمتابعة تدريبي في الشركة
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	٤	وجدت برنامج تدريبي محدد لي في الشركة.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	٥	لقد وفرت الشركة المساعدة في التدريب عند الحاجة.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	٦	لقد كان التدريب ذو علاقة بمجال دراستي الأكاديمية.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	٧	لقد ساهم التدريب في رفع كفاءتي ومهاراتي العملية.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	٨	لقد ساهم التدريب في صقل شخصيتي ورفع كفاءتي في التعامل مع الموظفين.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	٩	أنصح بالاستمرار في تدريب الطلبة في كلية الهندسة.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	١٠	بشكل عام لقد كان التدريب الهندسي ناجحاً وذو فائدة ملحوظة في الشركة أو المؤسسة التي تدربت بها.

* ملاحظة: يجب اعادة هذا النموذج الى مشرف التدريب الهندسي.