

SIP Project Report Format

1. Introduction

This document describes the standard format for CP3200: Student Internship Programme (SIP) project reports. Students should ensure their reports conform to the required format before submission for examination.

2. Project Report

2.1 Length of the Report

The total length of the report, including appendices, should not exceed 10 **A4 pages**. The main report, without appendices, must not exceed 2,000 words. The text of the main report should be spaced 1.5 lines, in TIMES NEW ROMAN font with size of at least 11. Appendices and other manuals can be in single line spacing and in a smaller font size. Appendices, if any, should be kept small and bound together with the main report. Please consult your project advisor if you are unsure what material you should include in the main report. The report should be clearly written, and should include only relevant information. Note that the inclusion of too much unnecessary detail may cause evaluators to doubt whether the student has really learnt how to distinguish the important issues from the trivial ones.

2.2 Format

All CP3200 project reports must be prepared in the following sequence:

- i. Front cover: clear plastic
- ii. Title page
- iii. Summary
- iv. Acknowledgment page
- v. Table of contents
- vi. Main report
- vii. References (or bibliography, if any)
- viii. Appendices (if any)
- ix. Student Log Sheet and SIP Report Clearance Form
- ix. The back cover

Some of the important points on the report format are explained in the following sub-sections.

2.2.1 Front and Back Cover and Binding

Ring binding should be used for all reports and appendices. The words to be shown on the front cover are given in the following sample.

Front Cover of the Report – Sample

**Student Internship Programme (SIP)
<Final > Project Report**

at

<XYZ Company>

Reporting Period:

<mm yyyy to mm yyyy>

by

Chua Meng Lee

Department of Computer Science

School of Computing

National University of Singapore

2010/2011

2.2.2 Title Page

The first page of the report should be a title page. The items to be shown are given in the following sample.

Title Page – Sample

**Student Internship Programme (SIP)
<Final > Project Report**

at

<XYZ Company>

Reporting Period:

<mm yyyy to mm yyyy>

by

Chua Meng Lee

Department of Computer Science

School of Computing

National University of Singapore

2010/2011

Project Title: Development of a Database Link between Mainframe and PC

Project ID: S9999

Project Supervisor: Prof XXXX ZZZZZ

2.2.3 Summary Page

This is a summary of the report in not more than 100 words, and it should outline the project. The Keywords and Subject Descriptions should immediately follow the abstract in the same page, and each with not more than five carefully selected items. The descriptors should be chosen from the latest version of “The Full Computing review Classification Scheme” of the ACM Computer Review¹. Any suitable word that reflects the nature and content of the project may be chosen as a keyword.

Summary - Sample

Summary

A prototype system has been developed to connect an IBM PC or compatible to an IBM 3081 mainframe computer for making direct database accesses. The system includes programs which run on both the PC and the mainframe to allow communications and to forward database access queries and the results of the queries. The system was developed based on the ideas which have been used in different microcomputer packages. However, no existing system includes the widening functionality, or the interactive capabilities have been developed here. The system was developed in Turbo Pascal for the IBM PC, and IBM Pascal on the main frame. The design criteria and the implementation details are presented in this report.

Subject Descriptors:

- C.2.4 Distributed Systems
- D.4.4 Communication Management
- H.2.4 Data Management Systems
- H.3.5 On-line Information Services

Keywords:

Distributed databases, micro-mainframe link

Implementation Software and Hardware:

IBM PC/XT, MS_DOS 3.1, MS-Windows, Turbo Pascal 3.0.1, IRMA Card, IBM 3081, VM/CMS, IBM Pascal

¹ Subject Descriptors can be found at: <http://www.acm.org/class/1998/ccs98.html>

2.2.4 Acknowledgement

Following the summary page, students may want to acknowledge the contributions or assistance of others to the project. It is basic courtesy that students should at least acknowledge the host company and the mentors that it provides. This page should be double-spaced, and should be no longer than one A4 page.

2.2.5 Table of Contents

In addition to the heading of each section, sub-headings can also be used but the depth of each should be kept to a minimum.

Table of Contents		
Title		i
Abstract		ii
Acknowledgement		iii
List of Figures		iv
1	Introduction	
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1.2	Principal Activities of Host Organisation	3
1.3	Training Programme within Host Organisation	4
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2	Training Schedule and Assignments	
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2.4	Training Assignments Completed in 3 rd Month	10
3	Knowledge and Experience Gained	
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3.3	Areas of Applicability of Knowledge and Experience Gained	16
4	Conclusions	
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4.2	Problems Faced	18
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	SIP Report Clearance Form	C1

2.2.6 Main report

The structure of the main part of the report will vary according to the nature of the project. It is both convenient and conventional to organise the report in a hierarchical structure: *Chapters, Sections, Sub-sections*, etc.. In general, there should be an *Introduction* giving an overview and background of the project. Also, there is generally a section for *Conclusions*. Students should consult their project advisors on how to structure their reports.

2.2.7 References

A list of all books, report, papers, etc., referred to in the report or consulted during the course of the project should be given under the References or Bibliography section. Please see Section 3 for format of references and citation.

2.2.8 Appendices

Information of secondary importance (and information whose inclusion would break the flow of the report) should be placed in Appendices. These include program listings, electronic data sheets, data dictionary, etc.

2.2.9 Page number and Section number

All pages in the main report should be numbered from 1, 2, 3, to 10 (the maximum). All appendices should be number as A-1, A-2, etc. for pages under appendix A, and B-1, B-2, etc. for pages under appendix B. (See the Table of Contents.)

A hierarchical numbering scheme for section numbering should be used. For instance, use 1 for the first section, 2 for the second section, 1.1 for the first subsection of the first section, etc. (See Table of Contents.)

3. Format for Reference Citation and References

3.1 Citation in the main text (Based on Publication Manual of the American Psychological Association, 3rd ed).

Citation in the main text should be in the form of the authors' surnames followed by the year of publication. When there are more than two authors and fewer than six authors, cite all authors the first time the reference occurs; in subsequent citations include only the surname of the first author followed by 'et al.'. When a work has six or more authors, cite only the surname of the first author followed by 'et al.' and the year for the first and subsequent citations. For example:

An interface processor is the basis for another human-computer interaction model (Edmonds, Jones and Davies, 1982). [First citation]

Architecture of an application system produced using the Dialogue management System (Edmonds et al, 1982) approach is shown in Fig 9.....[Second citation]

In Bass et al (1981), the interface for a statistical[First and subsequent citation for a work more than six authors]

3.2 List of References

References should be ordered alphabetically according to the surname of the first author (use the editor's name or the organisation's name when the author's name is absent).

3.2.1 Journal articles

Dicken, G.W., Leitheiser, R.L., Wetherbe, J.C. and Nechis, M. (1984) Key Information Systems Issues for the 1980's. MIS Quarterly, Vol.8, No. 3, September 1984, pp. 135 – 160.

Gorry, G.A. and Scott-Morton, M.S. (1971). A Framework for Management Information Systems. Sloan Management Review, Vol.13, No.1, Fall 1971, pp. 55 – 70.

Gorry, G.A. and Scott-Morton, M.S. (1971b). A New Framework for Management Information Systems. Sloan Management Review, Vol.13, No.2, Fall 1971, pp. 20 – 30.

3.2.2 Books or a report

Kroeber, D.W and Watson, H.J. (1987). Computer-based information Systems: A Management Approach. Second Edition, Macmillan Publishing Company, New York, 1987.

3.2.3 Conference paper

Gouda, M.G. and Dayal, U. (1971). Optimal semijoin schedules for query processing in local distributed database systems. In Proceedings of ACM SIGMOD International Conference on the Management of Data, (Ann Arbor, Michigan, April 29 – May 1, 1980.) ACM, New York, 1981, pp. 164 – 165.

3.2.4 Manuals

IBM. (1984). Information Systems Planning Guide. Fourth Edition, July 1984. SPSS Inc. (1983). SPSS-X User's Guide. McGraw Hill Book Company, New York, 1983.

3.2.5 Unpublished reports and theses

Thorpe, A. (1982). Stability tests on a tender-price prediction model. M.Sc. Thesis, Loughborough University of Technology, UK.; 1982.

4. Student Log Sheet and SIP Report Clearance Form

The Student Log Sheet and SIP Report Clearance Form should be attached at the end of each report (contents of the report must be cleared by the company). These forms should follow the samples shown below.

National University of Singapore
School of Computing
CP3200: Student Internship Programme (SIP)
Student Log Sheet

Please fill in the form diligently and ensure that it is included in each of your project reports for submission.

Name of Company: _____

Have you been briefed on the company safety and security guidelines?

Yes / No (Please delete accordingly)

Week	Work Performed	Supervisor's Signature and Comment
1		
2		
3		
4		
5		
6		

National University of Singapore
School of Computing

CP3200: Student Internship Programme (SIP)

PROJECT REPORT CLEARANCE FORM

This form must be given to the company for clearance. Please ensure that this form is included in each of your SIP project reports for submission.

Student's Particulars

Name of Student: _____

Dept: CS/IS (Please delete accordingly)

Matric No: _____

Company Details

Name of Company: _____

Contact Person: _____

Contact No(s): _____

Report Clearance by Company

Signature	Company Stamp	Date