SIP Project Report Format

1. Introduction

This document describes the standard format for CP3200/CP3202: 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/CP3202 project reports must be prepared in the following sequence:

i. Title page
iii. Summary
iv. Acknowledgment page
v. Table of contents
vi. Main report
vii. References (or bibliography, if any)
viii. Appendices (if any)

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

2.2.1 Front Cover

The words to be shown on the front cover are given in the following sample.
Student Internship Programme (SIP)  
<Final > Project Report

at  
<XYZ Company>

Reporting Period:  
<mm yyyy to mm yyyy>

by  
<Student Name>

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
<Student Name>

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 Xxx 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 Descriptors 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 Review\(^1\). Any suitable word that reflects the nature and content of the project may be chosen as a keyword.

**Summary - Sample**

<table>
<thead>
<tr>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 windowing 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.</td>
</tr>
</tbody>
</table>

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: [https://www.acm.org/publications/class-2012](https://www.acm.org/publications/class-2012)
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>
<thead>
<tr>
<th>Table of Contents</th>
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<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
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<td>Acknowledgement</td>
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<td>1.2 Principal Activities of Host Organisation</td>
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<td>1.3 Training Programme within Host Organisation</td>
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<td>1.4 Position of Host Unit within Host Organisation</td>
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<td>2 Training Schedule and Assignments</td>
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<td>2.1 Training Schedule by Month for the Entire Training Period</td>
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<td>2.2 Training Assignments Completed in 1st Month</td>
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<td>2.3 Training Assignments Completed in 2nd Month</td>
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<td>2.4 Training Assignments Completed in 3rd Month</td>
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<tr>
<td>3.1 Technical Knowledge Gained from Assignments</td>
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<td>3.2 Organisational/Industry Experience Gained from Assignments</td>
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<td>3.3 Areas of Applicability of Knowledge and Experience Gained</td>
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<td>4 Conclusions</td>
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<tr>
<td>4.1 Summary of Work Completed and Training Received</td>
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<td>4.2 Problems Faced</td>
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<td>4.3 Assessment of Training Experience and Concluding Remarks</td>
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<td>References</td>
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<td>Appendix A: Staff Training Programme at Host Company</td>
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</table>
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, Subsections, 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 numbered 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


3.2.2 Books or a report


3.2.3 Conference paper


3.2.4 Manuals


3.2.5 Unpublished reports and theses