

Ming Chi University of Technology Project Research Internship Report Writing and Evaluation Remarks

- I. Project research internship report outline
 1. Cover
 2. Project Research Internship Learning Plan Form
 3. Table of Contents
 4. Foreword
 5. Body (Please decide your own topic outline based on the internship learning plan. For example, the 1st-stage report can describe the introduction to the research topic, research equipment and functions, etc.) The topic outline shall be submitted to the student advisor for verification, and written based on the report outline.
 6. Suggestion and Experience
 7. Reference
 8. Project Research Performance Evaluation Form (Exclusive for Student Advisor) --- Back Cover
- II. Project Research Internship Report Writing
 1. Cover: To follow the prescribed format and never add designs or pictures separately.
 2. In A4 size, printed from left to right on a computer, and accessed via USB.
 3. Font size: 18 font size for chapter titles, 16 font size for section titles, and 13 font size for the body.
 4. The page number is assigned starting from the preface.
 5. Printing: Printed letters and double-sided printing.
 6. Binding: Bind the left side with a stapler, and never use plastic clips or iron clips to help compilation of the reports of the four stages.
 7. Never copy the existing data as a stop-gap. **Any confidential information involving the research technology shall not be included in the report.**
- III. Assessment on Project Research Internship Report
 1. When the student should submit the project research internship report to the supervisor:
 - 1st time: Submit the **project research internship (1)** on MM/DD/YYYY.
 - 2nd time: Submit the **project research internship (2)** on MM/DD/YYYY.
 - 3rd time: Submit the **project research internship (3)** on MM/DD/YYYY.
 - 4th time: Submit the **project research internship (4)** on MM/DD/YYYY.
 2. Please do submit the report on time; otherwise, the internship performance scores will be deducted as required. The "Student Internship Monthly Contact Form" shall be sent to the student advisor before the end of each month and included into the internship performance evaluation.
 3. If the contents of the project research internship report are impractical or poorly written, the student advisor shall provide feedback to the student and return the report for revision before re-assessing it.
 4. Upon finalization of the revision to the research project internship report, it will be submitted for approval. One copy shall be recorded by the student advisor, and the other copy shall be retained by the student.
 5. The student's research project internship report shall be kept by the relevant department, in-service program, or credit program. At the end of the internship, the student shall submit the disk containing the internship report to the class advisor for compilation and then to the department, in-service program, or credit program.
- IV. Those who fail the project research internship or suspend the internship shall make up the relevant credits as required.