CURRICULAR PRACTICAL TRAINING (CPT) REPORT GUIDELINES

Data Science, Analytics and Engineering

All students are required to submit a written report at the end of the semester.

Required cover sheet provided on next page.

- Five Pages: Approximately one page per topics 1-5 below. This does not include the cover sheet.
- 12 point font
- 1 inch margins
- Single space
- References and citations for the information provided, including at least one academic reference. Text and graphs that are copied and pasted from company webpages, manuals, etc. should be limited to no more than 20% of the report and should be properly cited.

The following topics should be addressed in the report.

1. **Company information.** Brief information about the company and the group in which you worked.
2. **Background about the problem.** Your write-up up should address the following questions. What is the context of the problem on which you worked? Why did the problem need to be solved? Who would benefit from solving the problem? Your write-up should not be in the form of question/answer. It should be in the form of paragraphs that address the questions above.
3. **Focus of the effort**. How did you approach the problem? What did you have to learn to work on the problem? What background from courses you took was useful for solving the problem? How did you go about solving the problem? What measurements did you make? Again, your write-up should not be in the form of question/answer. It should be paragraphs that address the questions above as appropriate.
4. **Results**. What were the results of the work? How was your solution used by others? Did you write any papers? Did you write any report? Again, your write-up should not be in the form of question/answer. It should be paragraphs that address the questions above as appropriate. For example, if you did not write a report you do not need to say that you did not write a report. Just address the questions as appropriate to your work.
5. **Learning experience.** How did the internship contribute to the learning experience? How did you apply knowledge from courses to the internship? Did you gain any insights from the internship? What skills did you develop as part of the internship? Again, your write-up should not be in the form of question/answer. It should be paragraphs that address the questions above as appropriate.

- Gather all required signatures on the CPT Cover Sheet except the Program Chair signature.
- The Industry Mentor must sign the report to assure accuracy and to ensure that no company sensitive information is compromised. This should be a real signature or an official e-signature; a typed name with a signature-like font is not acceptable. It is recommended they sign before you leave the internship.
- Students must submit their report by clicking on the CPT Report Submissions Dropbox link and uploading their document. Before uploading the document to Dropbox students must save their document as: Affiliate ID number, term, DSE MS Thesis or NonThesis/PhD. (i.e. 1234567890, SP24, DSE MS Thesis).
- After submission and approval of the written report a grade of 'Y' will be entered on your transcript.

DSE 584

{Insert Semester & Year}

{Insert Class Number}

CPT Internship Report

{Insert Company Name}

{Student Name}

ASU ID:

{Insert Program Name}

{Insert Mentor Name}
{Insert Mentor Title}
{Mentor Email}
{Mentor Phone Number}

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Industry Mentor's Signature (or attach email) Date

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Faculty Chair's Signature (Thesis & PhD students) Date

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Student's Signature Date

Student: By signing you certify that you have not plagiarized any of this document.

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Program Chair's Signature (Internal) Date