

CURRICULAR PRACTICAL TRAINING (CPT) REPORT GUIDELINES

M.S. in Software 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, without images. The 5 page minimum does not include the required cover sheet.
- 12 point font
- 1 inch margins
- Single space
- References and citations for the information provided. If text and graphs are included that are copied and pasted from company webpages, manuals, etc. they must be properly cited.

A final report is required before a grade and credit are given. The final report must be submitted to the reporting industry supervisor for comments and approval before completing the internship, then to the faculty advisor for comments and final approval (thesis students only). The final report is expected to be approximately 5 pages long (without images) and follow the following outline:

- I. Company and specific division of the internship background.
 - II. Summary of desired learning outcomes of the internship (should reflect what was stated on the internship application).
 - III. Requirements of the internship as defined by the industry sponsor.
 - IV. Summary of contributions the intern made to the sponsor organization.
 - V. Summary of learning outcomes achieved, including 1) a summary of what courses in the student's iPOS contributed to the internship and how, and 2) a summary of how the internship experience will inform the student's research experience at ASU (if a thesis student).
- Gather all required signatures on the CPT Cover Sheet except the Program Chair signature. Non-thesis students do not need a faculty chair/mentor 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, SER MS Thesis or Non Thesis. (i.e. 1234567890, SP24, SER MS Thesis).
 - After submission and approval of the written report a grade of 'Y' will be entered on your transcript.

In keeping with the expectations of a graduate student, final reports should be original, well-written documents. Final reports will also be evaluated for proper references, citations, and quotations, as well as formatting, spelling, and grammar. Plagiarism in any form will result in immediate rejection of the report and an Academic Integrity Violation going on file for the student. Two rejections of the final report will result in nonacceptance of the 584 credit.

{Insert Semester & Year}
{Insert Five Digit 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}

Industry Mentor's Signature Date

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

Student's Signature Date
Student: By signing you certify that you have not plagiarized any of this document.

Program Chair's Signature (Internal) Date