

Guidelines to elaborate training report

General Note

The report should document the progress of the practical training, gained knowledge, qualifications and also personal experience.

They are to be written without support, conscientiously and easy to read (typed in DIN-A4).

Form

The cover page of each report has to contain the following information (Please use cover sheet!):

- Surname, first name
- Registration number
- E-mail-address
- Course of study
- Responsible faculty counsellor
- Report number
- Internship semester, or, basic training
- Internship position, internship supervisor
- Time period of internship and report
- Area of training (topic)

Number of reports

Depending on the faculty requirements, it is necessary to write one or two reports. For the basic training period, only one report has to be written. For further information see [content](#).

Content

Each report should begin with a chronological overview of the activities performed during the reported time period and end with a personal statement.

The report for the basic training period, according to the training objectives should describe the practical phase of observed and performed craft on a building site.

The report for the internship period in accordance with the training objectives should describe the achieved work on a more intensified level.

The interpretation should link the gained knowledge to the HS curriculum.

For all reports please take note of the following items:

- Structure
- Clear presentation and way of expression
- Clear and correct sentence structure
- Orthography and punctuation according to valid rules

- Page numbering

It is not really sensible to add extensive computer printouts, data sheet collections etc. to the report. The enclosures are to be kept to an absolute minimum (e.g. structure diagrams, short program descriptions, sketches, list of references).