**Field Training Report**

Student Trainee:

ID. No:

Name of the Company:

Submitted to:

(Academic Supervisor)

Department of----------------------------------------------------------

Jubail University College

**Acknowledgement (Font 14)**

Thank the company which gave you an opportunity to do the training and also thank all the individuals who helped and supervised you during the 15 weeks training program.

(Student Signature)

(Student Name)

**Executive Summary (Font 14)**

This section states the report in the condensed form. It summarizes the whole report in one, concise paragraph of about 200 words.

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Student Trainee Signature

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Checked by: Date

[Company Supervisor]

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Approved by: Date

[Academic Supervisor]

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Approved by: Date

[Chairperson, Department ­­---]

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**Section 1**

**Introduction**

**Write the information you have collected using the given hints:**

1. Name of the company in which you have received training.
2. Briefly talk about the major area in which the training was received.
3. List all the work accomplished during the Training period of 15 weeks.

**Section 2**

**Company profile**

Discuss here:

1. The areas in which the company specialized:
2. Where is the company mainly located, throughout the Kingdom or in the eastern Province only?
3. How many divisions/departments are there in the company?
4. How many people are working in the company, any idea about the ratio of technical support staff, etc.?

**Section 3**

**Details of Training Experience**

**Title**

**Introduction** (One major skill acquired (project or research study) and information collected relevant to that from the internet/Magazine) (200-300 words).

**Content** (Application of the skill during the training Period)

(1000 – 1500 words)

**Conclusion** How useful the understanding of that system or skill (500-

350 words)

**Section 4**

**General Skills Acquired**

**Mention here:**

1. List all the skills you acquired during your training in the company other than the major one mentioned in section 3.

**Section 5**

**Conclusion**

**Mention here:**

1- How do you find your overall training experience?

1. What is the impact of the training program on your personality?
2. Anything else you wish to discuss.

**REFERENCES:**

**Section 6**

**Weekly Job recorded**

**Attach here:**

Original copies of weekly record of work which you completed during your Field training in the company that is signed by the Company Supervisor.

**Guidelines for writing Field Training Report**

The following points can be considered while writing the report:

1. The topic should fit into the focus of the training.

2. **The report should not be text-bookish in nature.**

3. Topic should be on contemporary developments/ issues.

4. The report **should not have any copied content** from other sources. Student must follow referencing methods (paraphrasing or summarizing).

5. The report should be original and the minimum size of the report must be around

2000- 2500 words.

6. The language should be simple, academic and easy to understand.

7. Organize the report in to various sub-heads with paragraphs so as to increase

readability.

8. There should be uniformity in the ideas covered in report and there should not be any

disjointed ideas.

9. The footnotes should beproperly explained. Use footnotes sparingly. Indicate the

footnote on the same page.

10. The box items/ graphics should be properly acknowledged.

11. The references to be given as per norms.

The structure of the report should be as follows:

**Structure of the report:** It consists of a title, introduction, contents and author’s views, conclusion and references.

1. **Introduction** gives an idea about the subject matter of the report, and it should be of about half a page
2. **Contents** should be well developed, time-relevant and should contribute to the

existing knowledge. It should have in-depth analysis of the training.

1. **Conclusion** includes the gist of the report or alternately brief analysis of the contents.
2. **References:** References to the article should be given as follows:

Newspaper- Author, title of the article, name of the

news paper, date of publication

Magazine- Author, Title of the article, name of the

magazine, month, vol.& issue no., pp. no.

Journal- Author, (year of publication), title of the

article, name of the journal, month, vol.&

issue no., pp. no.

Book- Author,( year of publication), name of the

book, publisher