

**AR3411 Architectural Internship Programme**

**Appendix D**

**GUIDELINES ON ACADEMIC REPORT WRITING**

**1. Objectives of Academic Report**

The Academic Report, comprising about 2000 words, is not a description of the training. Rather, it requires the student to investigate, in detail, **an issue** arising out of the training experience and his/her reflections on the PTS experience as a learning journey in relation to the project and facilities management course.

Although not intended to be an original contribution to knowledge, reproduction of material from unacknowledged sources will not be accepted. **Plagiarism is a serious offence.**

**2. Structure of the report**

The report should be arranged in the following order:

**2.1 Report cover**

See attachment A

**2.2 Table of contents**

See attachment B

**2.3 Contents**

**2.3.1 The organization**

Describe in detail the organizational structure and core activities of the organization. This description should be more comprehensive than the interim report. In addition you are required to provide your views on the organization.

**2.3.2. Internship experience**

Highlight in detail one major work related issue observed during the internship. The issue can be a problem which is identified or a good work practice adopted by the organization. The nature of the issue can be design management or technical related. Examples are creative problem solving practice adopted by the company, innovative design solutions, method of quality control, project management issue, collaborative platform management, an interesting construction method, site safety measures, etc.

Provide a review of literature which is related to issue described. The review may support the issue being highlighted. You may also critique the literature review if the issue highlighted does not support the findings of the literature review. The literature review may include refereed journal articles, websites, books or lecture materials related to the Architecture course.

### 2.3.3. Conclusion

Provide a critical appraisal of your internship experience with recommendations on how your findings can be applied in the industry.

### 2.3.4 Feedback on Internship Programme

Provide feedback on how the Internship Programme has helped you

## 2.4. Monthly Log Sheets and Office Internship Supervisor Quarterly Assessment

The monthly Log Sheets together with the Office Internship Supervisor's Quarterly Assessment, should be submitted with the Academic Report duly signed by the Office Internship Supervisor.

## 3. Physical Presentation

The report should be written in clear English in a formal style (avoiding the use of slang). Commonly accepted abbreviations can be used where necessary but only after they have been properly introduced, e.g. Housing and Development Board (HDB).

### 4. Font

Times New Roman font, 12pts, single line spacing.

### 5. Length

The length of the report should be **about 2000 words**. This does not include Cover page, Table of contents, Diagrams, Figures and Appendix.

### 6. Margin

The left-hand margin should be 40 mm and the right-hand margin is 20 mm.

### 7. Pagination

All pages except the report cover must be paginated.

### 8. Footnotes

Apart from citing legal sources, footnotes and endnotes are NOT recommended because they disrupt the flow of presentation.

### 9. Submission Deadline

Please submit the Academic Report to Mr Jason Chong at the Department of Architecture within **two weeks** of the completion of your Architectural Internship Programme. There will be a penalty for late submissions.



**SCHOOL OF DESIGN & ENVIRONMENT**

**AR3411 Architectural Internship Programme**

**ACADEMIC REPORT**

Name of Student : .....

Course Year : .....

Matric No : .....

Name of Organization : .....

Name of Admin Officer: : .....

Reporting Period : .....

**(Attachment B)**

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About 2000 words