INSTRUCTIONS FOR PREPARING A PRACTICAL TRAINING REPORT

Faculty of Business Administration

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APPENDICES
Appendix 1. Example of cover page

1. STRUCTURE AND LOOK OF PRACTICALTRAINING REPORT

1.1 Structure

A practical training report consists of the following:

- cover page
- list of contents
- practical training report
- list of sources
- appendices

1.2 Look

The font Arial 12 must be used to type the report, apart from the main heading, which must be Arial 14.

The line spacing is 1.5 except for the cover page, the list of contents and the list of sources, which must be 1.

Throughout the document, the margins must be set at 4 cm on the left and 2 cm on the right, leaving a column width of 15 cm. The upper and lower margins are both 2.5.

The headings must be in bold and the text started immediately at the left margin. The main headings of the text must be in capital letters (size 14) and other headings in small letters (size 12). Two empty rows must always be left above the main heading and one empty row beneath it. There should be one empty row above and below the sub-headings.

Page numbering must be at the bottom centre of each page.

Cover page: See example! (Appendix 1)

2. PRACTICAL TRAINING REPORT

2.1 Content of practical training report

The practical training report includes the following parts:
- introduction
- progress of practical training
- conclusions
- source references and appendices

In the <u>introduction</u>, the author introduces the reader to the topic. It should explain the starting point of the training; previous work experience (where, when, why?), how the place of work was found, expectations of the employment, etc.

The <u>progress of the practical training</u> is the basis for the work. It is divided into several chapters. This part includes the following:
- The workplace: general description of the company, its organisation and the position there of the trainee.
- Project: if the practical training is being performed as part of some project; general description of the project, organisation, timetable and cost estimate
- Trainee's own tasks: job description, organisation behind the performance of the work and timetable for tasks
- Experiences: guidance in and information about the work, work motivation and factors affecting it, values affecting enjoyment of work (colleagues, environment, etc.), occupational safety and health, free-time activity, training and union activity
- A description of the selected job stage-by-stage

<u>Conclusions</u> can be written in their own chapter, including the following matters:
- Results of the work: what was achieved that was beneficial? How did the company exploit your labour input?
- How far did the practical training go to fulfilling its task? What do you think about your job from a point of view of practical training? In your opinion, how suitable is the company as a location for practical training?

- Learning: What did you learn? A comparison between what you learned in practical training and what you learned at the UAS. How have your own attitudes changed? etc.
- What kind of working experience do I need in future? On the basis of the experience you have gained, where do you want to go from here?
- etc.

So mere explanation of the work is not enough – conclusions are also required.

2.2. Source references, list of sources and appendices

The practical training report is above all the trainee's own personal account of the training he/she has undergone. If, however, the report uses material borrowed from elsewhere, such as from books, brochures and the internet, mark this in the source references of the text. The text should therefore make it clear how much is the author's own text and how much is borrowed from different sources. In a source reference, put in brackets after the borrowed text the author of the text and the year it was written, e.g. *(Virtanen 2003)*.

In the list of sources, mark only those sources, which have been used in the report and to which there is a reference in the text. The list of sources is located at the end of the report before the appendices.

Appendices to the practical training report should always include the diary kept during the training period and a copy of the testimonial of service. Appendices may also include material which seems necessary, but which does not fit in the text itself.

If required, further information on preparing source references, lists of sources and appendices can be found in the Saimaa University of Applied Sciences instructions for writing thesis reports, which is available from sources such as the Library's website.

3. SUBMISSION OF PRACTICAL TRAINING REPORT

The practical training report should be submitted for checking to the student's tutor by the end of September following the period of practical training. After evaluating it, the tutor then sends it to the person in charge of practical training.

SAIMAA UNIVERSITY OF APPLIED SCIENCES   *(Arial 12)*
Faculty of Business Administration   *(Arial 12)*
Degree programme   *(Arial 12)*
Elective alternative   *(Arial 12)*

Trainee's name   *(Arial 12)*
Student number   *(Arial 12)*

PRACTICAL TRAINING   *(Arial 18)*
Company name   *(Arial 14)*
Employment start date – end date   *(Arial 14)*
Duration of employment in full weeks   *(Arial 12)*

Date of practical training report   *(Arial 12)*