General comments on preparing CO-OP final report

In addition to what has been stated in the students' guide, here are some hints in preparing the report

- ➢ Figures must be clear, and readable. Axes with units should be shown

- ➢ Every figure and table must have a number and a caption.

- ➢ Every table or figure must be referred to in the body of the text (Fully explained and discussed)

- ➢ Legend on figure should be clear

- ➢ Column heading in tables should be clear with units

- ➢ Use proper font size in figures and tables **(See guidelines for preparing MEP499 report**)

- ➢ Position the curves in the middle of the figure space

- ➢ Discussion must be clearly given for each figure and explaining the behavior with reasoning

- ➢ As a rule write one paragraph for each figure

- ➢ It is a good idea to number each chapter separately. For Ch.3 for example start the page number 3.1, 3.2, 3.3, and on. This will make it easy for you to add or remove pages without affecting the page numbering on other chapters.

- ➢ Number the page for each appendix starting with the letter of the appendix. For Appendix A the page numbers are A-1, A-2, A-3, and the same for the figure and tables in that appendix

- ➢ Prepare a single sheet at the beginning of each appendix to till the reader what the appendix contains

- ➢ Check the spelling and grammar for the whole document

- ➢ The internet is full of information, data, figures and videos on all subjects. You can use the internet, but you have to 1) refer to the source and 2) not to copy as is. This applies also to any source of information you used

- ➢ A copy of your report will be given to the company. Therefore, prepare a good section about the company. Generally, the internet is very useful source where ample information is available about the company.

- ➢ It is a good idea to let somebody to review the final report before handling the report to your advisor and a copy to the company.

- ➢ Sometimes you need to draw a sketch for a process or an equipment, you should be able to use software such as SOLDWORKS, AutoCAD, SketchUp Paint.net, or at least Microsoft Word to draw figures. Hand sketching is not acceptable in engineering reports. If a figure taken from the company is not clear, redraw it.

- ➢ Free sketch and drawing software are available on the net without out charge. As engineer you must develop a skill to draw simple sketches using one of these software's. I encourage you to download and install Paint.net. You can learn how to use this software in matter of hours. YouTube provides simple tutorials on using such software.

➢ Include some pictures of yourself while doing a task or a job at the company (if the company allows that). This will be a good evidence that you have experience training on the job.