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Instructions for composing 521016A *Advanced Practical Training* course training report

Compulsory training in our WCE master's programme consists of 2 months of full time workload. It is supervised by a qualified engineer in a relevant enterprise, or at university department by a researcher holding at least M.Sc. degree.

In order to obtain your 3 ECTS training credits, you have to report your training period. At first your training report will be reviewed by an employer (supervisor of your training task), and after that it is approved by a EE degree programme's training officer Dr. Jari Hannu (Microelectronics research unit at ITEE). You can leave your report reviewed and undersigned by your supervisor, at our student counselor's office (1st floor).

The front page of your report can be found in electronic form from WCE site:

<http://www.oulu.fi/cwc/node/11470>

Length of report should be 5-10 pages, appendices excluded. If the work is done in an enterprise it is recommendable to attach materials like enterprise organizational charts, annual reports, or product brochures.

You should report, for example:

- tasks assigned to the trainee and work description
- what was the goal of your work
- in which department/division/group your work was done
- problems in training if such existed
- who was your personal supervisor, and his/her contact info
- short summary of your main work results
- how did you feel about the organization

The aim of your report is also to show that a trainee thoroughly knows the company organization, not only the department he/she is directly involved with at work.

The report should present the organization of the enterprise, e.g. as follows:

- strategy
- a brief look into the main developments since establishment
- ownership, partnerships and shareholding companies
- administration
- production, marketing, sales promotion
- turnover, cost structure
- working conditions
- leisure activities

The contents of the report can and should adjust to the specific characteristics of the enterprise concerned. For example, description of an university as an employer may focus on the department's organization and research activities involved.