

# **INSTRUCTIONS TO STUDENTS FOR WRITING THE REPORT OF PROFESSIONAL PRACTICE**

The professional practice Report gives an overview of the student's activities during their stay at a particular company (institution) and presents an engineering view of the process. In his/her notes student:

- describes the sequence of its activities,
- describes the plant,
- describes technological processes,
- describes laboratory analyses,
- gives lists the products of a particular company,
- cases his observations, comments, conclusions, etc.

The report is written in the Croatian language on a template published on the Faculty's website. There is no limit to the number of pages.

## **The report should contain the following sections (where applicable):**

- Description of the company (institution), tasks and activities
- Description of the production assortment, description of the activities of the research institution where the practice is conducted;
- Block diagram of technological processes;
- Description of individual technological operations within the process
- Description of certain laboratory analyses in the plant, laboratories of the R&D centre, etc.
- Student's observations in the technological process, such as possible weaknesses and opportunities for their removal;
- A Final comment (conclusion) after having completed the professional practice, which shows that during the practice the student has acquired competences sufficient for the engineering view about the process.

## **Remarks:**

- The report can serve as an undergraduate thesis or seminar paper. In this case, the professional practice report is written according to the guidelines for professional practice on the appropriate template, and the text of the report can be used to write an undergraduate thesis or seminar paper (which are written according to the rules of writing an undergraduate thesis / seminar paper).
- If more than one student performs a professional internship at the same company, each of them selects a certain technological process or some of the analyses in institutes, development centres, etc., so that students cannot have identical reports.
- If some of the information is downloaded from the company website, it is necessary to edit the text and not copy it in its original form.

**Professional Practice Committee**