{Insert Course Prefix 584}

{Insert Semester & Year}

{Insert Class Number}

CPT Internship Report

{Insert Company Name}

{Student Name}

ASU ID:

{Insert Program Name}

{Insert Mentor Name}

{Mentor Email}

{Mentor Phone Number}

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Industry Mentor’s Signature Date

**By signing above, I confirm that I have read the attached report and approve.**

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Faculty Chair’s/Faculty Mentor’s Signature Date  
 (Thesis students only)

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Student Signature Date

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Program Chair Signature Date

RAS students are required to submit a written two-page report to their graduate advisor at the end of the internship, in order to receive credit (pass grade). Please reference the RAS-CPT procedures for information about submitting your report. **Your industry supervisor must sign the report as well**.  The report should include the following information:

1.      Company information. Brief information about the company and the group in which you worked.

2.      Background about the problem. Your write-up up should address the following questions. What is the context of the problem on which you worked? Why did the problem need to be solved? Who would benefit from solving the problem? Your write-up should not be in the form of question/answer. It should be in the form of paragraphs that address the questions above.

3.      Focus of the effort. How did you approach the problem? What did you have to learn to work on the problem? What background from courses you took was useful for solving the problem? How did you go about solving the problem? What measurements did you make? Again, your write-up should not be in the form of question/answer. It should be paragraphs that address the questions above as appropriate.

4.      Results. What were the results of the work? How was your solution used by others? Did you write any papers? Did you write any report? Again, your write-up should not be in the form of question/answer. It should be paragraphs that address the questions above as appropriate. For example, if you did not write a report you do not need to say that you did not write a report. Just address the questions as appropriate to your work.

5.      Learning experience. How did the internship contribute to the learning experience? How did you apply knowledge from courses to the internship? Did you gain any insights from the internship? What skills did you develop as part of the internship? Again, your write-up should not be in the form of question/answer. It should be paragraphs that address the questions above as appropriate.

Please use the attached cover sheet.