



## ENGINEERING MENTORSHIP SCHEME

# MENTORING REPORTING TEMPLATE

### Reporting Guidelines:

- Interns should keep **neatly written weekly logs (in bullet form)** of their internship duties/tasks using this form;
- Interns should plan to meet their assigned Ing. Mentor **at least three** times to get feedback on their work performance eg. at the end of week 3, end of week 6 and at the end of the Summer Internship period;
- Interns should discuss how the mentoring plan agreed with the organisation is progressing (part of the agreement);
- These log sheets are to be **merged** and submitted to the Faculty by **latest 20/10/23** as a PDF report complete with a cover sheet and one A4 page outlining the overall experience of the Summer Internship period.

Name of Student Intern & ID No.	
Name of Internship Organisation	
Reporting Period <i>(eg. 10/7/23 – 14/7/23)</i>	
Dept assigned in this period	

<b>Key Duties Performed by Intern during this reporting period:</b>	
<b>Technical duties</b> <i>e.g. assisting mentor in engineering analysis of heat losses</i>	1. 2. 3. 4.
<b>Admin duties</b> <i>e.g. drafting tender specifications</i>	A. B. C. D.
<b>Other</b> <i>e.g. attending technical meetings with suppliers</i>	i. ii.

Remarks /Feedback if any by Ing. mentor	
Ing Mentor	

Mentor Full name

Mentor Signature & Date