

2011 Hannover/Clausthal Summer Program

Universal Report Guidelines

1. Technical Report

Each student need to submit a technical report about their project. The technical report should have a minimum of 30 and a maximum of 70 pages and contain the following sections:

- a.) *Title Page*: List topic, student name, names of other students working on the project (if any) and their responsibilities towards the project.
- b.) *Executive Summary*: A 1/2-1 page synopsis must be written that provides (i) an introduction to the problem, (ii) a summary of the approach and assumptions used to solve the problem, (iii) the important results, and (iv) the major conclusions and recommendations. This section must stand alone and make absolutely no reference to items in the body of the report. (1-2 pages)
- c.) *Table of Contents*: Including page numbers.
- d.) *Nomenclature*: All symbols, including subscripts and superscripts, and their respective units should be listed and explained here. Every department can/will use its own specific nomenclature. It will be handled out to you by your supervisor.
- e.) *Introduction*: This section describes the problem and provides some general background on the topic of the analysis. (5-10 pages)
- f.) *State of the art*: This section informs about technology used in the field you're working on. It should provide investigations made in literature / scientific papers up to date. (5-10 pages)
- g.) *Approach*: This section describes the approach used to define/solve the problem. It should provide details of the objectives, goals, relevant theory, assumptions, and equations (if modeling is used) employed to complete the analysis. Flow schematics and sketches are to be included in this section to help your explanations. Computer program listings should not appear in this section, but should be located in an appendix and referred to in this section. (5-15 pages)
- h.) *Results and Discussion*: This section presents the findings in a manner (e.g., tables, graphs) best suited to convey relevant information. A good discussion of the results is imperative. The discussion should interpret pertinent findings and assess the implications of any approximations. Students should clearly define and discuss the design solutions and how well they meet the original objectives. (5-15 pages)
- i.) *Conclusions and Recommendations*: This section identifies the conclusions based on evidence derived from the analysis. Appropriate recommendations should be made based upon the results. (1-2 pages)
- j.) *References*: All references cited in the text should be listed here.
- k.) *Appendices*: The appendices should contain calculations and computer programs. Each appendix should be titled and cited in the body of the report.

Due to work in different departments you'll be provided with style sheets given to you by your supervisor.

2. Personal Report

Each student need to submit a personal report about their intercultural experiences. The personal report should be 1 or 2 pages in length and should include a discussion of their experiences with their study buddy, language/communication challenges, getting around town, and other topics related to their cultural experiences.