**College of Engineering (CoE)**

**National Chung Cheng University**

**Report of 20xx CoE Summer Intern Research Program**

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| --- | --- | --- | --- | --- |
| Student |  | | Faculty Mentor |  |
| Department (where the research took place) | | |  | |
| Research Period  (yyyy) (mm) (dd) to (yyyy) (mm) (dd) | | | Date of Report Submission  (yyyy) (mm) (dd) | |
| Report Title |  | | | |
| Highlights of Report |  | | | |
| Signature of Student |  | Date | |  |
| Mentor Review Comment | * Excellent □ Good □ Average □ Poor | | | |
| Signature of Mentor |  | | Date |  |

**General Guidelines for Report Preparation**

**(Delete this page before submit your report with above summary page.)**

1. **The file format**

Please save your file as .pdf.

1. **The text and font format of the title page**

Item 1: English: Times New Roman 20, **Bold**, left-hand side

Item 2: English: Times New Roman 26, **Bold**, middle

Item 3: English: Times New Roman 14，middle

1. **Paper size**

A4

1. **Format of the Report**

Please strictly follow the format of the template. Generally, write in English using the font of Times New Roman at a size of 12 points. The titles should be featured in **bold** with a font size of 16 points.

1. **Others**

The report should be at least 4 pages.

The report must be verified by the Faculty Mentor towards the end of the research period.

The first page with mentor’s signature should be scanned and joined with other pages to form a PDF file and email to Mrs. Yvonne Wu at [admuwu@ccu.edu.tw](mailto:admuwu@ccu.edu.tw) at least 2 days before the end of the intern research period. For example, if your intern period will be ended on July 28, you need to submit your final report by July 26. Please mark your calendar and submit your report on time.

College of Engineering

National Chung Cheng University

PROJECT TITLE

This is the cover page of your report

Student

Faculty Mentor

**Date, Year**

**Title of This Research Report**

Student Name

Department Name

National Chung Cheng University, Chia-Yi 621, Taiwan, R.O.C.

**Abstract**

Give a brief summary of your research. The abstract should be no more than 200 words.

**1. Introduction**

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering).

Number your references consecutively in accordance with their appearance in the text. Please ensure that every reference cited in the text is also present in the reference list and vice versa. The following is an example of reference citation. “..... as demonstrated [3,6]. Barnaby and Jones [8] obtained a different result ....”

**2. Method description**

You can use **Methodology** for the name of this section and provide sufficient details to allow the work to be reproduced.

In some cases, when the section definition presented here is not suitable for your research type, please consult with your faculty mentor to make necessary modifications.

**3. Experiment results**

Results should be clear and concise.

Embed figures directly in the text. Number figures consecutively in accordance with their appearance in the text. Prepare a caption of each figure with enough details of description.

**4. Discussion**

This section is used to explain and/or explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

**5. Conclusion**

Present the main conclusions of the study in this section

**Acknowledgements**

Indicate that the work is financially or/and technically supported by the College of Engineering, National Chung Cheng University, Taiwan, Republic of China.

**References**

1. J. van der Geer, J.A.J. Hanraads, R.A. Lupton, The art of writing a scientific article, J. Sci. Commun. 163 (2000) 51-59. (This is a journal reference.)
2. W. Strunk Jr., E.B. White, The Elements of Style, third ed., Macmillan, New York, 1979. (This is a book reference.)