Report Template

PRO 120 Name Date

**Introduction**- This section should be one or two paragraphs describing the objective(s) and basic information about process and technology in the company for the particular tour.

**Results**- Describe the processes observed generalized steps, and relationship with your course. Detail one or two processes in principle and equipment that are used for specific objective and explain factors that could affect the results.

**Summary / Conclusion**- Did the tour match the expectations? Assess what was learned from the tour.

**Questions / Suggestions**- Please post your questions and suggestions. How could we improve field trip?

***Notes***

1. The report should be 2 pages or more.
2. The report will be graded on a ten point scale.
3. Quality is more important than quantity.
4. The report will be an assessment of how well you can write a technical report.