

Site Visit Report Cover Sheet

To be submitted with Site Visits Report.

Student Details

Family Name:		Given Name:	
Title (please circle): Miss Ms Mrs Mr Dr		Student Status (please tick): Domestic <input type="checkbox"/> International <input type="checkbox"/>	
SID:	University Email:	Phone No:	
Degree:			
School (please circle): AMME CBE CIVIL EIE			

All correspondence will be sent to your nominated correspondence address- please ensure your details are up to date in MyUni.

Organisation Details

Name of Organisation:		Date of Visit:	
Address:			
Suburb:		State:	Post Code:
Country (if outside Australia):			
Organisation Contact:			

Academic Approval

Approved / Not Approved (please circle)	
Comments:	
Academic adviser's signature:	Date

You are required to provide documentation of the visit with a 1 page report on how you benefited. The report could discuss:

- The company and what they do (company wide, at that site...)
- Type of processes they employ
- People they employ
- What their mission might be and what their outcomes might be
- What kind of efficiencies did you observe during the visit and how you believe the company could work more effectively and efficiently
- Was the working environment positive, or did you feel there might be things that could be done which would deliver benefits?

Submit report to Faculty Office

REPORT MARK	
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Mark key: S = satisfactory, U = unsatisfactory.

Assessed by: _____

Date: _____