

### 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

Comments:	<b>Approved / Not Approved</b> (please circle)
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**

<b>REPORT MARK</b>	
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**Mark key:** S = satisfactory, U = unsatisfactory.

Assessed by: \_\_\_\_\_ Date: \_\_\_\_\_