

PSE 304 SUMMER MILL REPORT

The report for the summer mill internship should describe the entire company and the relationship of the student's position to the company. The report must demonstrate an understanding of the operation of the mill or company, including the raw material supply, the product made or sold, and the market served. The body of the written report should be concise and well-written, with additional supporting material placed in the appendix. All supporting material in the appendix should be referenced somewhere in the text of the report. The report should be organized as given below and address the specific points given:

For those working at a mill site:

1. **History.** A brief history of the mill (1-3 pages).
2. **Products.** A description of the product line of the mill (1-3 pages).
3. **Customers.** A description of the markets served by the mill's products (1-3 pages).
4. **Mill Processes.** A description of each of the major processes in the mill. A major process is the woodyard, pulp mill, bleach plant, paper machine, etc. Process flow diagrams should be included in the appendix (1-3 pages for each process).
5. **Departmental Organization.** The organization of the department in which the student worked and its relationship to other departments in the mill (1-3 pages).
6. **Economic Analysis.** An economic analysis of the operation of the mill and its future profitability (1-3 pages).
7. **Work Performed.** The work performed by the student including technical data (if relevant). Any reports prepared by the student may be included in the appendix if approved by the mill for inclusion in the student's summer report. The format described in parts 2 and 3 of the PSE 305 report should be used (1-3 pages).
8. **Student Evaluation.** The student's evaluation of his experience (1-3 pages).

For those working with a supplier:

1. **History.** A brief history of the company (1-3 pages).
2. **Products.** A description of the product line and/or service of the company (1-3 pages should be devoted to each major product or service).
3. **Customers.** A description of the customers served by the company (1-3 pages).
4. **Departmental Organization.** The organization of the department in which the student worked and its relationship to other departments in the company (1-3 pages).
5. **Economic Analysis.** An economic analysis of the operation of the company and its future profitability (1-3 pages).
6. **Work Performed.** The work performed by the student including technical data (if relevant). Any reports prepared by the student may be included in the appendix if approved by the company for inclusion in the student's summer report. The format described in parts 2 and 3 of the PSE 305 report should be used (1-3 pages).
7. **Student Evaluation.** The student's evaluation of his experience (1-3 pages).