

Technical Report Guidelines

Objective – The purpose of this assignment is to practice developing a written technical report in preparation for your technical reports that you will do in your petroleum engineering technology careers.

- One technical report is required for the course. Due Thursday, March 22
- The report grade is counted as 5% of your final course grade
- Report to be on a subject of interest to you, the student
- Include front cover page, 5 pages of material, last page lists references -total of 7 pages
- The 5 pages are to have graphs, photos, tables, lists, schematics included with your own words and ideas that describe the topic.
- Use WORD for technical reports. POWERPOINT is for presentations, not technical reports.
- Use a “12 font”, like this document and class tests. Use normal margins
- Don’t just copy everything from Internet or books. Copy some material, document the source in your references. Add your personal ideas and thoughts on the subject

Possible topics you can select:

- Any Industrial Safety topic
- OSHA regulations
- Accidents and their investigations
- Data management
- Global events
- Events in the US
- Wellbore equipment – drilling and completion
- Facility equipment – flowlines, separators, meters, pumps, compressors, corrosion, gas sweetening, gas dehydration, oil or gas transmission pipelines
- Work processes
- Operating procedures for wells
- Operating procedures for equipment
- Any subject in the class textbook
- Any oil and gas job, career
- Anything on SPE website related to the course, exploration and production
- Health, safety, environmental or regulatory issues in exploration and production
- Roles and responsibilities in an oil and gas career