

**<COURSE CODE>**

**Summer practıce REPORT**

<Department name>

**Student Name:** (Name and Surname of the student)

**Company Name:** (The name of the company where the internship was held)

**Supervisor:** (Academic title and name of the company supervisor)

**Submission Date:**

|  |
| --- |
| **STUDENT** |
| **Name** |  |
| **Internship Start Date** |  |
| **Internship Completion Date** |  |
| **Total Working Days** |  |
| **COMPANY** |
| **Name** |  |
| **Department** |  |
| **Address** |  |
| **SUPERVISOR** |
| **Name** |  |
| **Title** |  |
| **Department** |  |
| **Phone** |  |
| **E-Mail** |  |
| **Signature** |  |

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# COMPANY INFORMATION

This report template aims to help the students prepare their *summer practice report*. The students are required to follow the exact formatting of page setup, page, section, and subsection numbering, referencing, tables, and figures as given in this template. The grading of this report will be both over style (10 pts.) and content (company information: 5 pts., introduction: 15 pts., work done: 40 pts., conclusion: 30 pts.). This report must be submitted as a PDF file. The PDF file should be named in the format as follows:

[Initial(s) of student name(s].[Student surname(s)]\_[YYMMDD].PDF

***Example:***

**A.CALISKAN\_231015.PDF**

In this section, the following information should be covered:

* Company name, location.
* Organizational structure of the company
* Number and duties of engineers employed
* Focus area, mission, and a brief history of the company.
	+ The name, address, telephone number, email address, and information about the mentoring engineer of the student (including the name of the university and department from which s/he graduated, and the year of graduation), as well as the list of names of the team members in an interned project group, their backgrounds, and duties.

# INTRODUCTION

The scope and goals of the summer practice should be summarized in this section. A summary of the work done, the motivation behind it, and the significance of the work done in the overall project should be included in this section.

# WORK DONE

This is the most important part of the report. The number of sub-sections in this part, their titles, and their contents depend on the work done and the information to be given.

* All observations and activities performed in the company should be explained with attention to engineering detail. The completed workshop/design tasks and other technical contributions should be described in chronological order.
* Charts, tables, and figures should be appended and explained, when applicable. Tables, figures, and pictures should be inserted on the relevant pages in the report. Pictures and other material taken from other sources should be properly referenced (e.g., [1], [2], [3], ...)
* Theoretical textbook information should not be simply rewritten in the report. However, it is highly encouraged to briefly relate theory to the contributed engineering activities for clarification, in the context of the internship experience.
* All technical resources used should be referenced (keeping in mind Wikipedia is not a valid technical reference).



Figure 1. Example Figure

Table 1. Example Table

|  |  |
| --- | --- |
| **Material** | **Electrical conductivity (S/cm)** |
| A | 10 |
| B | 100 |

# CONCLUSION

Data and skills obtained during the summer practice should be summarized and analyzed in this section. The company should be assessed in terms of technical work, and appropriate recommendations should be provided. In addition, the following sections should be included in the Conclusion part:

* A section in which you explain in detail what knowledge and skills learned in school you were able to apply to real-world problems during your summer practice, and specifically where and how the knowledge or skills were useful.
* A section in which you explain in detail which professional issues and work-related ethical issues you saw or became aware of during your summer practice, and how the issue was handled or managed at your company.
* A section in which you explain specifically what you learned or understood about the economic, environmental, societal, and global impact of the engineering solutions in the projects developed at your company. You should also write in general about the contemporary issues that are related to your discipline, as you understand them from, and related to, your summer practice.
* A section in which you explain the self-learning that you did during your summer practice. You should mention any sources that you located and how you found them (this would include websites, books, journals, experts, etc.), and what part of your summer practice task you needed them for. Also, mention any that you made regular use of, and any that you are continuing to use.
* A section in which you explain in detail any new tools or technologies that you encountered and used during your summer practice, how you learned to use them, and what level of proficiency you came to by the end of your summer practice.

# REFERENCES

Each reference should be cited in the text in consecutive numerical order. When a reference, such as a book [1-2], handbook [3], report [4], journal [5], conference paper [6], or any other document is cited in the text, it should also be properly listed in the References section.

|  |  |
| --- | --- |
| [1] | J. K. Author, “Title of chapter in the book,” in *Title of His Published Book, x*th ed. City of Publisher, Country if not USA: Abbrev. of Publisher, year, ch. *x*, sec. *x*, pp. *xx–xx.* |
| [2] | B. Klaus and P. Horn, *Robot Vision.* Cambridge, MA: MIT Press, 1986. |
| [3] | *Motorola Semiconductor Data Manual*, Motorola Semiconductor Products Inc., Phoenix, AZ, 1989. |
| [4] | J. H. Davis and J. R. Cogdell, “Calibration program for the 16-foot antenna,” Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987. |
| [5] | R. E. Kalman, “New results in linear filtering and prediction theory,” *J. Basic Eng.*, ser. D, vol. 83, pp. 95-108, Mar. 1961. |
| [6] | C. Berrou, A. Glavieux, and P. Thitimajshima, “Near Shannon limit error-correcting coding and decoding: Turbo-codes. 1,” in *Proc. Int. Conf. Commun.*, Geneva, Switzerland, May 1993, pp. 1064–1070. |

# APPENDIX (optional)

Other supportive data, pictures, and tables can be attached to this section with proper reference and explanation in the body of the report. If something is not related to the submitted report content or the personal experience of the intern, it should not be included.