

**İZMİR INSTITUTE OF TECHNOLOGY**

**ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT**

**SUMMER PRACTICE REPORT**

**Name - Last Name :** (Times New Roman, 16 Font)

**Turkish Identification # :**

**Student # :**

**Company Name :**

**Dates :** …/…/2018 - …/…/2018

**Summer Practice # :** [ ] 1st[ ] 2nd

**İZMİR**

**T.C.**

**İZMİR INSTITUTE OF TECHNOLOGY**

**FACULTY OF ENGINEERING**

**ELECTRICAL & ELECTRONICS ENGINEERING DEPARTMENT**

**SUMMER PRACTICE REPORT INNER COVER PAGE**

Photograph

Name – Last Name : …………………………………………………….

T.R. Identification # : …………………………………………………….

Student # : …………………………………………………….

**COMPANY / FIRM**

Name : ……………………………………………………………………...

Address : ……………………………………………………………………...

Phone : ……………………………………………………………………...

Fax : ……………………………………………………………………...

E-mail : ……………………………………………………………………...

Starting Date : ……………………………………………………………………...

Ending Date : ……………………………………………………………………...

**SUPERVISOR AT COMPANY**

Name – Last Name : ……………………………………………………………………...

Title : ……………………………………………………………………...

Contact Info : ……………………………………………………………………...

Signature and Stamp : ……………………………………………………………………...

1. We encourage our students to start writing internship reports during their internships. In this way, they will have the chance to do an internship in awareness of what is required of them.
2. Internship reports must be prepared in accordance with the regulations defined in this document. **Reports that do not comply with these conditions are not assessed and the internship of the student is considered to be unsuccessful.**
3. The reports must be in English and written with computer with your own words. Drawing should conform to acceptable engineering standards). There is no page limit for Appendix, however the other sections must not exceed 30 pages in total.
4. When sources or documents are used in the report from other resources such as internet, company sources, books, data sheets etc., they should be specified both in the text where they are used and in the **References** section. The reports must not consist of cut and paste parts from other sources. The whole report must written in student’s own words. In mandatory cases, the tables and figures can be copied, but still must be cited in the text and referenced in the **References** section of the report. The students are responsible for knowing the contents of their reports. When necessary, the students may be invited to the oral exam and respond to the questions about the content of their reports.
5. Internship reports should provide information indicating that engineering activities complementary to the education received at the department have been performed at the company.
6. In the internship reports, the name and contact info of the supervisor must be clearly indicated and the signature and the firm stamp must exist.
7. The reports should be prepared and printed on **A4** size white papers in **1,5 line** spacings in **justified** paragraphs using **12 pt Times New Roman** fonts, with the **top, bottom, and right on 2.2 cm**, and **left on 3 cm**. Main headings are centered and written in capital boldface. Subtitles should be written in small letters and boldface. Drawings should conform to acceptable engineering standards.
8. Appendices may be added at the end of the internship reports if needed in a section named **Appendix**. The appendices are separated in the form of Appendix 1, Appendix 2, and these appendices, if any, are numbered in section number A.1, A.2. No unnecessary information and documents are put into the report and its annexes. There is no page limit for Appendix.
9. **Internship reports should be submitted in spiral bound or in filed form, and internship evaluation forms should be presented in closed envelops and approved form. Otherwise the reports will not be evaluated and the internship of the student will be considered as unsuccessful.**

EEE Department Internship Commission

I declare that I have prepared my internship report according to the regulations and notes above.

**Student’s Name and Last Name:**

**Student’s Signature:**

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**1.** **DESCRIPTION OF THE COMPANY**

In this section, information about the subject and purpose of the internship and the name, place and activities of the company will be given in an explanatory manner. The organizational chart of the firm, the number of engineers and technicians working in the company and their duties within the organization will be briefly reviewed. As many pages as desired can be used in the format specified in this section. This section should include the following information.

• Company Name

• Department Name

• Company Location

• Organizational Structure of the Company

• Number and duties of engineers employed

• Main area of business

• A brief history of the company (In a single paragraph)

• Total number of working days of training

**2. INTRODUCTION**

The aim and the scope of the summer practice should be presented briefly in this section,in a one or two pages.

**3.** **WORKING SCHEDULE**

You should provide the list of short description of tasks accomplished in each day/period in a table.

|  |
| --- |
| **From …./…./2018 to …./..../2018** |
| **Week** | **Task Description** |
| **1.Week** | Adaptation training Helping the maintenance of the X machineVisiting the Y departmentLearning basics of programming for Z controllerEtc. |
| **2.Week** |  |
| **3.Week** |  |
| **4.Week** |  |
| **…** |  |

**4. BODY OF THE REPORT**

In this section, a detailed description of everything that has been done and observed during summer practice should be given.

References should be made in accordance with IEEE standards at the end of each section in accordance with the underlying resources.

Figures, tables and other visuals should be added where necessary, in a descriptive manner (close to the first mention in the text), provided that they conform to the page layout. Each table/chart, figure and visual in the text should be titled and numbered appropriately. This numbering should start with the first table / chart, figure or visual and continue through the text. The table / chart, figure and visual words and numbers are written in bold letters, figure titles and descriptions are centered with normal letters (eg **Figure 1:** Opamp diagram, **Table 1:** Measured values, **Visual 1:** Circuit diagram). References to these items should be made by considering these numbers. The addition of unnecessary and unassociated tables / charts, figures or visuals should be avoided.

In the section to be written for each work/job performed, tasks must be clearly defined, if necessary, by dividing them into working days between start and end dates. Each task should be described in a subsection (Example: 4.1 Service of the X machine, 4.2 Calibration of Y.) For each task further sub sectioning should be done to include the following information:

4.1) Title of the task/responsibility

4.1.1) Task/responsibility description (he dates, duration, short summary)(a single paragraph.)

4.1.2) Which courses/topics from your IYTE education are related to this task? Was the information you gained from your IYTE courses sufficient? Which extra information did you acquire? Would you recommend other students to apply for a training for this task in that department/company? Why / why not? (a single paragraph.)

4.1.3) Explain the task/responsibility.

This is a key part; use enough space for sufficient explanations. You should include the theoretical/practical descriptions including figures and tables in this part. If there is a general theory/explanation you would like to refer at several points in the report, you can consider including it in the Appendix and referring to parts of it here.

**5. CONCLUSION**

In this section, in a one or two pages, the knowledge, skills and achievements acquired in the internship should be explained in order and the opinions and ideas should be written by evaluating the works done.

**REFERENCES**

[1] G. O. Young, “Synthetic structure of industrial plastics,” in Plastics, 2nd ed. vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15–64.

[2] W.-K. Chen, Linear Networks and Systems. Belmont, CA: Wadsworth, 1993, pp. 123–135.

[3] H. Poor, An Introduction to Signal Detection and Estimation. New York: Springer-Verlag, 1985, ch. 4.

[4] B. Smith, “An approach to graphs of linear forms,” unpublished.

[5] E. H. Miller, “A note on reflector arrays (Accepted for publication),” IEEE Trans. Antennas Propagat., to be published.

**APPENDIX**

In this section, description of techniques, theories that are referred in the body of the report should be explained in a compact format. If provided, supporting data, tables or images will be presented in this section. An appropriate title should be selected for each item to be included here. In this section, you can use as many pages as you want by numbering with "A.1, A.2, ...".