



_____ 200/300

Summer Practice Report

Name Surname

Student ID

Summer Practice Dates, Duration

Submitted: *Report Submission Date*

MEF University

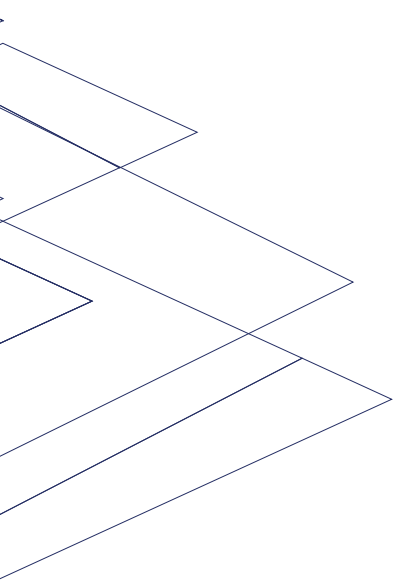
Engineering Program

Executive Summary

Executive summary goes here.

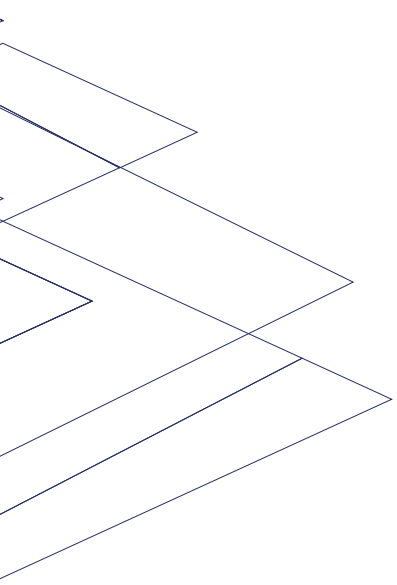
One-page executive summary of the major activities carried out, highlighting the type of work you have done, and the project/work that you were engaged in during your internship.

*Times New Roman, 12pt,
Single space*



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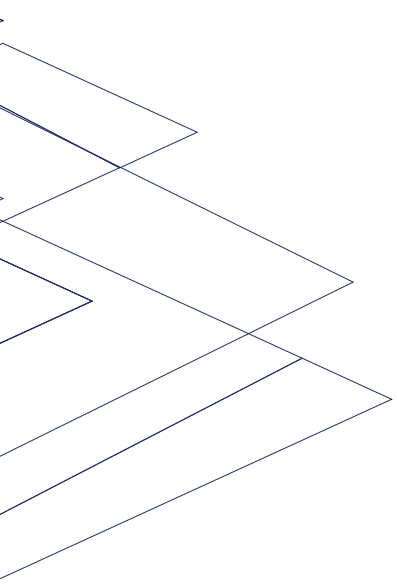


1. Overview of company and sector (*maximum three pages*)

- *Do not forget to insert page numbers.*
- *Single space, Times New Roman, 12pt.*
- *This part should be a self-contained report in a continuous text format.*

This section should answer the following questions:

1. *Give the full name of the company and its brief history including full mailing address and relevant web links.*
2. *Indicate the sector company operates in. Specify the work done by the company.*
3. *Provide an organizational chart of the company; describe the roles and responsibilities of major departments, indicate the relationship between them and give information on the number of employees.*
4. *Provide a brief list of functions performed by _____ engineers in the company.*



2. Summer Practice Description

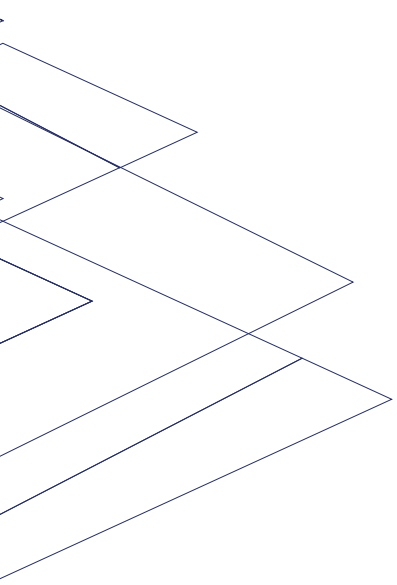
(maximum fifteen pages)

- *Single space, Times New Roman, 12pt.*
- *This part should be a self-contained continuous text.*
- *Charts, figures and diagrams should be numbered and captioned.*

This is the main body of your report. Firstly, you should present the activities performed during the summer practice period in detail (list daily activities indicating dates); what you have done, what you have observed, and what you have learned. List the learning outcomes of each activity from _____ engineering perspective.

In the second part of this section, single out an activity and write an essay that describes and analyzes this activity in detail. If possible, support your analysis with relevant data and its interpretation. This activity can be a software development, hardware unit design, manufacturing process, building construction, an industrial operation, information flow, a decision-making process, etc.

If you have participated in any project in the company, indicate its title and provide detailed information about it.

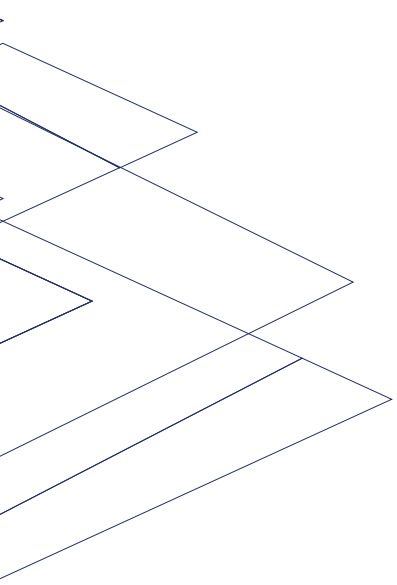


3. Team Work

(maximum one page)

- *Single space, Times New Roman, 12pt.*
- *This part should be a self-contained continuous text.*

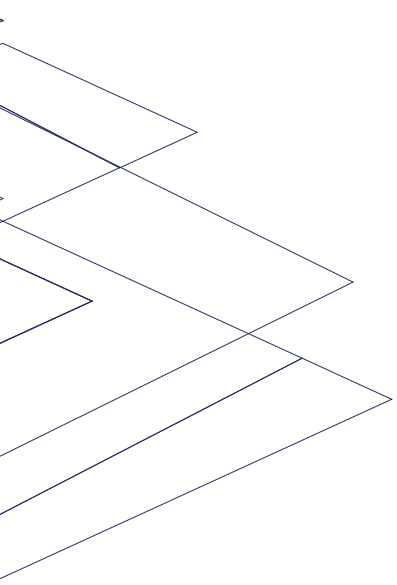
During your internship, describe the team work that you have observed and your individual contribution to it by indicating the tasks you have carried out.



4. Conclusions

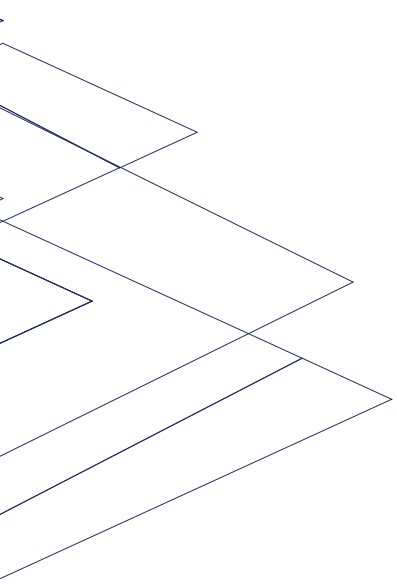
(maximum one page)

After summarizing shortly, provide a brief evaluation of your internship activities.



References

All the articles, books, Internet sites etc. that are used during your summer practice should be cited in the text and these sources should be listed in references. The articles that are listed in the references should be cited in the text.



Appendix 1: Daily Activity Table

This table should be completed for each week in the entire duration of the internship.

..... Tarihinden tarihine kadar bir haftalık çalışma

From toweekly service

GÜN	YAPILAN İŞLER	Sayfa No. Page Nr.	ÇALIŞILAN SAAT
DAYS	WORK ACCOMPLISHED		WORKING HOURS
Pazartesi			
Monday			
Salı			
Tuesday			
Çarşamba			
Wednesday			
Perşembe			
Tuesday			
Cuma			
Friday			
Cumartesi			
Saturday			
Toplam (Total)			

Öğrencinin imzası :.....
Signature of trainee
Çalıştığı iş yeri ve kısmı :.....
Work place
Kontrol edenin ünvanı, soyadı, adı :.....
Name and title of the controlling superior
İmza ve kaşe :.....
Signature and stamp

..... Tarihindentarihine kadar bir haftalık çalışma

From toweekly service

GÜN	YAPILAN İŞLER	Sayfa No.	ÇALIŞILAN SAAT
DAYS	WORK ACCOMPLISHED	Page Nr.	WORKING HOURS
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Tuesday			
Çarşamba			
Wednesday			
Perşembe			
Tuesday			
Cuma			
Friday			
Cumartesi			
Saturday			
Toplam (Total)			

Öğrencinin imzası
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Çalıştığı iş yeri ve kısmı
Work place
Kontrol edenin ünvanı, soyadı, adı
Name and title of the controlling superior
İmza ve kaşe
Signature and stamp

..... Tarihinden tarihine kadar bir haftalık çalışma

From toweekly service

GÜN DAYS	YAPILAN İŞLER WORK ACCOMPLISHED	Sayfa No. Page Nr.	ÇALIŞILAN SAAT WORKING HOURS
Pazartesi Monday			
Salı Tuesday			
Çarşamba Wednesday			
Perşembe Tuesday			
Cuma Friday			
Cumartesi Saturday			
Toplam (Total)			

Öğrencinin imzası
Signature of trainee :.....
Çalıştığı iş yeri ve kısmı
Work place :.....
Kontrol edenin ünvanı, soyadı, adı
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İmza ve kaşe
Signature and stamp :.....

..... Tarihinden tarihine kadar bir haftalık çalışma

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Cumartesi			
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Toplam (Total)			

Öğrencinin imzası
Signature of trainee
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İmza ve kaşe
Signature and stamp

Appendix 2:

Additionally, include big charts, diagrams or source codes as appendices to provide better continuity of the text. These appendices should be enumerated and appropriately cited in the document.

