ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF ENGINEERING & NATURAL SCIENCES
SUMMER PRACTICE REPORT

STUDENT'S

NAME SURNAME: …………………………………………..

DEPARTMENT: **Computer Engineering**

STUDENT ID: …………………………………………..

E-MAIL ADRESS: …………………………………………..

PHONE NUMBER: …………………………………………..

DAYS	WORK ACCOMPLISHED	WORKING HOURS
Monday .. / .. / ….		
Tuesday .. / .. / ….		
Wednesday .. / .. / ….		
Thursday .. / .. / ….		
Friday .. / .. / ….		

Signature of trainee :………………………………………………………………………………

Work place : ………………………………………………………………………………

Name and title of the controlling superior :………………………………………………………………………………….

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

DAYS	WORK ACCOMPLISHED	WORKING HOURS
Monday .. / .. / ….		
Tuesday .. / .. / ….		
Wednesday .. / .. / ….		
Thursday .. / .. / ….		
Friday .. / .. / ….		

Signature of trainee :…………………………………………………………………………………

Work place : ………………………………………………………………………………

Name and title of the controlling superior :…………………………………………………………………………………

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

DAYS	WORK ACCOMPLISHED	WORKING HOURS
Monday .. / .. / ….		
Tuesday .. / .. / ….		
Wednesday .. / .. / ….		
Thursday .. / .. / ….		
Friday .. / .. / ….		

Signature of trainee :………………………………………………………………………………

Work place : …………………………………………………………………………………

Name and title of the controlling superior :………………………………………………………………………

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

DAYS	WORK ACCOMPLISHED	WORKING HOURS
Monday .. / .. / ….		
Tuesday .. / .. / ….		
Wednesday .. / .. / ….		
Thursday .. / .. / ….		
Friday .. / .. / ….		

Signature of trainee :………………………………………………………………………………………

Work place : ………………………………………………………………………………………

Name and title of the controlling superior :……………………………………………………………………………………….

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

INTERNSHIP SUMMARY

Internship summary is the part that you will write a summary of the works for each day to the tables above. Work for each day should be summarized by writing a few sentences. After you filled Internship Summary part, you will write a technical report named "General Internship Report" which includes all of your internship. Make sure your document doesn't have these explanations about how you will write the report.

FORMAT OF GENERAL INTERNSHIP REPORT

General Internship Report must be in the same order and in the same format below. The report which is violating the order and format won't be accepted.

1) **Contents**

   Parts of the internship report must be numbered. Titles can have maximum 3 degrees (like 1.1.1). In the internship report and the content part, section titles must be bold. Second degree section titles must start with capital letters and continues with lowercase (Second Degree Title Example)

2) **Introduction**

   In this section, the informations about the company that you intern, the works that you did during your internship and results should be written briefly (max 2 pages). Introduction must be the summary of the General Internship Report. After reading the introduction part, the person that reads your introduction should have general information about your report.

3) **Statement of Internship**

   In this section, the works which is done by student must be written detaily. Besides, the programs that are used during internship, trainings during internship etc. should be mentioned if exist. In this section, avoid using unnecessary pictures or code blogs. **In this section, no book or manual must be summarized.**

4) **Conclusion**

   In this section, students mention about the attainments of internship. Also, observations about the company can be mentioned in this part.

5) **Appendix**

   All codes, pictures, graphics etc. must be in this section.

6) **References**

   - **Book reference example**

   Nise, S.N., "*Control Systems Engineering",* (6th ed.), John Wiley & Sons, United States of America, 2011.

   - **Web pages reference example**

   Surname, NAME., "*Title* [online]", (Edition), Publication, Web address:URL [Visit Date].

- In the report font-type must be Arial and font-size must be 10. Font-size of titles must be 12.
- Page numbers must be at the end of the page and they must located to center.
- Report must be minimum 10 maximum 20 pages including the Internship Summary Part. **(Appendix and References are not included)**.
- Report must be in English.
- Screenshots and pictures shouldn't be bigger than half of the page.
- In the General Internship Report Part, you must only mention about the work you have done. The sentence like "I meet with my collegue ", "We ate dinner" shouldn't use in this part and **report must be in a technical report form.**
- If it is needed, the number of internship summary tables can be increased.