



ANKARA YILDIRIM BEYAZIT UNIVERSITY

FACULTY OF ENGINEERING & NATURAL SCIENCES

DEPARTMENT OF ENERGY SYSTEMS ENGINEERING

RULES FOR INTERSHIP REPORT

INTERNSHIP SUMMARY

The internship summary is the section where a brief description of the work done each day is written in summary tables. A few sentences summarizing the tasks should be written in the relevant section for that day. After the internship summary tables are filled, a technical report covering the entire internship, called the "General Internship Report," will be written at the end of these tables. Do not include these explanations related to the report in your internship notebook.

GENERAL INTERNSHIP REPORT FORMAT

The general internship report must follow the order and format outlined below. Reports that do not comply with the order of headings and format will not be accepted.

Table of Contents

The sections of the internship report should be numbered. When writing the headings in the table of contents, a maximum of three degree (e.g., 1.1.1) can be used. In both the table of contents and the general report, the section titles must be written in uppercase. For second and third degree section titles, the first letter of the title should be capitalized, and the rest should be in lowercase. Use the example internship format for this section.

1. Description of the Company

In this section, students should comprehensively describe the company where they completed their internship. For example, engineers should provide explanations regarding their research interests, company location, etc.

2. Introduction

In this part, brief (maximum 2 pages) information should be provided about what was done during the internship and the outcomes of the work. The introduction should serve as a summary of the entire general report. After reading this short report, the reader should have a general idea of the entire internship report. The knowledge that students gained during the internship and how the internship may contribute to them, as well as what they aimed to learn, should be briefly stated here.

3. Report

In this section, the work done during the internship should be explained in detail. Programs used during the internship, any training the student participated in, etc., should be described. The knowledge students acquired and applied should be written in an article style format in this section. Examples are provided in the report section. Unnecessary images and screenshots of code should be avoided. This section should not summarize any guide or book.

4. Conclusion

In this section, the student should talk about what they gained from the internship. Observations about the institution where the internship was completed can also be mentioned.

5. Appendices

All codes, images, graphs, etc., should be included in this section.

6. References

References used in the report should be listed in this section, following the citation rules. The reference rules are provided at the end of this document.

IMPORTANT NOTES

- 1. Internship report must be uploaded to the shared link within 2 weeks of the start of the term. The report must be submitted within the 3rd week, when the presentation will be made on the announced date.**
2. The internship report must be prepared on A4-sized paper with 2.5 cm margins on all sides and submitted in a spiral-bound format.
3. The report must be written in English. Reports written in Turkish will not be evaluated.
4. The cover page of the report must follow the format of the example report.
5. Internship type (ESE 300 or ESE 400) must be stated on the cover page.
6. The internship report should be written on only one side of the paper. Reports printed on both sides will not be accepted.
7. Only the summary section of the report must be handwritten. Other sections must be typed with a computer.

8. The diploma number or professional association membership number of the signing engineer must be written on the first summary page. This requirement does not apply to students who complete their internship abroad.
9. The internship report must be at least 15 pages and at most 30 pages, starting from the "Description of the Company" section (excluding appendices and references).
10. Titles should be written in Times New Roman font and in bold. Main titles should begin on a new page and be written in 16-point font. Second degree titles should be in 14-point font, and third degree titles should be in 12-point font. There should be no more than a third degree title.
11. Page numbers should be in 12-point Times New Roman font, centered at the bottom of the page.
12. The font for the report should be 12-point Times New Roman, and the text should be justified on both sides.
13. Text and titles should start from the left without any indentation.
14. Paragraph spacing should be set to 12 pt before and after, with a line spacing of 1.5.
15. Lists and numbered points should be indented 0.5 cm from the left, with 12 pt before and after and 1.5 line spacing.
16. The declaration in the sample internship report should be placed after the summary. It should be signed and submitted within the internship report.
17. Images placed in the appendices section should be centered in a table, with titles and descriptions written in 12-point font. Any images included in the appendices should be referenced in the main text.
18. Submissions will be checked with plagiarism software. The internships of students whose similarity and artificial intelligence tests are above 20% will be considered invalid.
19. Tables may be included in the report section.
20. Screenshots and images should not take up more than half a page. The General Internship Report should describe the work done. Statements like "I met with my colleagues" or "We had lunch" should not be used; the report must follow a technical report format.
21. If necessary, the number of pages for the internship summary tables may be increased.
22. First-level degree mentioned in the "General Internship Report Format" above should appear the same way in both the "Table of Contents" and the main report. Second- and thirdlevel degree can be adjusted according to the student's subject matter.
23. Grades of 70 and above will be considered as successful, lower grades will be considered as unsuccessful.

INTERNSHIP EVALUATION TEMPLATE

1. REPORT EVALUATION - 70%

1.1. Figure (%50) = 40 points

- a. Spiral – **2 points**
- b. Cover – **2 points**
- c. Compliance with the internship notebook format (signatures etc.) – **4 points**
- d. Table of contents – **4 points**
- e. No unnecessary images in the report content – **4 points**
- f. References – **6 points**
- g. Compliance with general spelling rules
 - a. Page number – **4 points**
 - b. Font size – **4 points**
 - c. Spaces between paragraphs – **4 points**
 - d. Number of report pages (minimum 15, maximum 30) Excluding the Appendixes and References section – **4 points**
 - e. Language control – **2 points**

1.2. Content (%50) = 60 points

1. Description of the Company where the Internship was done - **10 points**
2. Introduction
 - a. (max 2 pages) - **3 points**
 - b. Content - **8 points**
3. Report
 - a. Description of the work done - **10 points**
 - b. Student's achievements - **10 points**
4. Conclusion - **12 points**
5. Appendices and references
 - a. Clarity of visuals - **4 points**
 - b. Format and definition of graphics - **3 points**

2. COMPANY EVALUATION - 30%

RULES FOR REFERENCES

Books with single author	
Formula	Last name of the author, Initial letter of the author's name. Name of the book (<i>italic</i>) (Number of prints). Place of Publication: Publisher. Date of issue
Reference	Mete Gundogan, "Sekiz Deniz Yaylası: Alternatif Bir Ekonomi-Politik Yapılandırma Önerisi", (Eight Sea Pasture: An Alternative Economy-Politic System Proposal), Nobel Yayınları, ISBN 975.7726.73, 392 sayfa/pages, Ankara 2009.
Books with two authors	
Formula	First author's last name, first name's first letter. and the surname of the second author, the first letter of the name. Name of the book (<i>italic</i>) (Number of prints). Place of Publication: Publisher. Date of issue
Reference	Çankaya İ., Akgün D., "MATLAB ile Meslek Matematiği", Seçkin Yayıncılık San. Ve Tic. A.Ş., Ankara, ISBN: 978-975-02-0839-3, Ekim 2008.
Books with three authors	
Formula	First author's last name, first name's first letter, second author's last name, first name's first letter. and the surname of the third author, the first letter of the name. Name of the book (<i>italic</i>) (Number of prints). Place of Publication: Publisher. Date of issue
Reference	Gündoğan M., Karayılmazlar S., Küçükönder H., Apaydın F., Ceyhan S., Kırmacı V. "Batı Karadeniz Gemi İnşa ve Entegre Sanayii Sektör Analizi", Bartın Üniversitesi Yayınları No:9, ISBN 978-605-60882-7-8, 478 sayfa, Bartın.
Translated Book	
Formül	Author's surname, First Initial. (Year) Name of book (<i>italic</i>) (Number of press). (First initial of Translator Lastname of Translator). Place of Publication: Publisher. Original Date of publish
Reference	Neaman, D. (2012). <i>Yarıiletken Fiziği</i> . (2. Baskı) (A. Ateş, M. Sağlam) Aktif Yayınevi. (Orijinal çalışma basım tarihi 2003.)

Reference	Taha, H.A., (2017) Yöneylem Araştırması (9th Edition) (Ş.A. Baray and Ş.Esnaf, Trans.) Literatür Yayıncılık, (Original work published 1971.)
Book Chapter	
Formula	Author's surname, First Initial. Name of chapter. Name of book(<i>italic</i>) (cited)pages in (Print edition). Where Press: Name of press. Date of publish
Reference	Paksoy, T., Özceylan, E., Tam Zamanında Dağıtım: Milkrun. <i>Tedarik Zinciri Yönetim</i> . (2. Baskı) içinde (135-159). Ankara: Gazi Kitabevi. 2012
Reference	Belen, R. ve Taşkaya Temizel T. A Framework to Detect Disguised Missing Data. <i>Knowledge Discovery Practices and Emerging Applications of Data Mining: Trends and New Domains</i> . (1st Edition) pp. (1-22). Information Science Reference. 2011
Books with single editor	
Formula	Editor's Last Name, Editor's First Name. (Ed.) Name of the book (<i>italic</i>) (Number of prints). Place of Publication: Publisher. Date of issue
Reference	Karancı, A. N. (Ed.). Farklılıkla yaşamak aile ve toplumun farklı gereksinimleri olan bireylerle birlikteliği. Ankara: Türk Psikologlar Derneği Yayınları. 1997
Reference	Posner, M. I. (Ed.). Foundations of cognitive science (6th ed.). Massathuchetts: MIT Press. 1998
Books with two editors	
Formula	First editor's last name, first name's first letter. and second editor's surname, first name's first letter. (Ed.). Name of the book (<i>italic</i>) (Number of prints). Place of Publication: Publisher. Date of issue
Reference	Savaşır, I. Ve Şahin, N. H. (Ed.). Bilişsel- davranışçı terapilerde değerlendirme: Sık kullanılan ölçekler. Ankara: Türk Psikologlar Derneği Yayınları. 1997
Reference	Goldstein, W. M., & Hogarth, R. (Eds.). Research on judging and decision making. Cambridge: Cambridge University Press. 1997
Books with more than two editors	
Formula	First editor's surname, First name's first name, Second editor's surname, First name's first letter and Third editor's surname, First name's first letter. (Ed.). Name of the book (<i>italic</i>) (Number of prints). Place of Publication: Publisher. Date of issue
Reference	Ayvaşık, B., Er, N. M., Kışlak, Ş. T. Ve Erkuş, A. (Ed.). Psikoloji terimleri sözlüğü. Ankara: Türk Psikologlar Derneği Yayınları. 2000
Reference	Pinker, S. Language acquisition. In M. I. Posner, (Ed.). Foundations of cognitive science (6th ed.) (359-400). Massachusetts: MIT Press. 1998

Chapter from books with single editor	
Formula	Last name of the author, Initial letter of the author's name. Department name. The initials of your editor's name. The last name of the editor is (Ed.) In the name of the book (<i>italic</i>) (Section page interval). (Number of prints). Place of Publication: Publisher. Date of issue
Reference	Sucuoğlu, B. Özürü çocukların aileleri ile yapılan çalışmalar. A. N. Karancı, (Ed.), Farklılıkla yaşamak aile ve toplumun farklı gereksinimleri olan bireylerle birlikteliği içinde (35-56). Ankara: Türk Psikologlar Derneği Yayınları. 1997
Reference	Pinker, S. Language acquisition. In M. I. Posner, (Ed.). Foundations of cognitive science (6th ed.) (359-400). Massachusetts: MIT Press. 1998
Papers with single author in periodics	
Formula	First author's surname, First Initial. Article's title. Periodics Name, <i>Volume</i> (<i>italic</i>), (publication number) page range. Published date
Reference	Karal, O. Maximum likelihood optimal and robust Support Vector Regression with Incosh loss function. Neural Networks, (94), 1-12. 2017
Papers with two authors in periodics	
Formula	First author's surname, First Initial., Second author's surname, First Initial. Article's title. Periodics Name, <i>Volume</i> (<i>italic</i>), (publication number) page range. Published date
Reference	Şahin, A. B., & Bulur, H. G. Simulation of locating buried objects via fringe pattern-based measurements in an optical fiber sensor-integrated continuous-wave ground-penetrating radar system. Turkish Journal of Electrical Engineering & Computer Sciences, (1), 23, 28-37. 2015
Papers with three authors in periodics	
Formula	First author's surname, First Initial., Second author's surname, First Initial., Third author's surname, First Initial. Article's title. Periodics Name, <i>Volume</i> (<i>italic</i>), (publication number) page range. Published date
Reference	Yücel, M., Goktas, H. H., & Celebi, F. V. Design and implementation of fuzzy logic based automatic gain controller for EDFAs. Optik-International Journal for Light and Electron Optics, (18), (125) 5450-5453. 2014
Papers with more than six authors in periodics	
Formula	First author's surname, First Initial., Second author's surname, First Initial., Third author's surname, First Initial. and Forth author's surname, First Initial. Fifth author's surname, First initial., Sixth author's surname, First initial., and others. Article's title. Periodics Name, <i>Volume</i> (<i>italic</i>), (publication number) page range. Published date
Reference	Başçelik, B. E., Demirutku, K., Gültekin, D., Işık, E., Kayabaş, E., Özgün, A., ve diğer. Evrenin görünmeyen yamyamları: Karadelikler. Pivolka, 1 (1), 6. 2002

Reference	Wright, G. N., Philips, L. D., Whalley, P. C., Choo, G. T., Ng, K., Tan, I., et al. Cultural differences in probabilistic thinking. <i>Journal of Cross Cultural Psychology</i> , 9 (3), 285-299.
Web Site	
Formula	Author's surname, First Initial. Second Initial., Title (<i>italic</i>) Date Retrieved, web address. Year Published.
Reference	İlter, H. K. kilter.online . 11 Şubat 2004, http://www.baskent.edu.tr/~kilter . 9 Şubat 2004
Reference	Walker, J. R. MLA – style citations of electronic sources. Retrieved October 26, 1995, from http://www.cas.usf.edu/english/walker/mla.html . 1995
Papers from periodics on the internet	
Formula	Author's surname, First Initial. Second Initial., Article's title. Journal Name, Volume (<i>italic</i>), page range. Research Date, web address. Year Published
Reference	Ghatak U. K. Performance Management of Social Business for Sustainable Development –A Proportional Study. <i>International Journal of Lean Thinking cilt 8 sayı 1</i> . Mart, 2017, http://thinkinglean.com/img/files/PMS.pdf . Haziran, 2017
Reference	Karaoglan, I. A branch-and-cut algorithm for the vehicle routing problem with multiple use of vehicles. <i>International Journal of Lean Thinking vol. 6 issue 1</i> . March, 2015, http://thinkinglean.com/img/files/A_branch-and-cut_algorithm_for_the_vehicle_routing_problem_with_multiple_use_of_vehicles.pdf . June, 2015
Journal paper from database, single author	
Formula	Author's surname, First Initial. Second Initial., Article's title. Journal Name, Volume (issue), page range. Date Retrieved, The name of the database. Year Published
Reference	Karakaya Ö. Education as sustainability. <i>Environmental Education Research</i> , 7, 153-165. Retrieved June 22, 2001, from ERIC database. 2001
Journal paper from database, single author, two or more authors	
Formula	First author's surname, First Initial., Second author's surname, First Initial., Third author's surname, First Initial. and Forth author's surname, First Initial. Article's title. Journal Name, Volume, page range. Date Retrieved, The name of the database. Year Published
Reference	Şahin, H. C., Kaya, M. A., Erdoğan, S. H., Mutlu, E. D., & Aslan, L. A. Role of early supervisory experience in supervisor performance. <i>Journal of Applied Psychology</i> , 78. 443-449. Retrieved October 23, 2003, from PsycArticles data .base. 1997
Non-Continuous Internet Publication Article	
Formula	Author's surname, First Initial. Article title. Research Date. Web address. Publish date

Reference	Kökdemir, D. Rüyalar ve olasılıklar. 21 Kasım 2003, http://www.elyadal.org/dedektif/ruya2.htm . 2 Kasım 2003
Reference	Carlson, E. (Study suggests interplay of gene, stress can predict depression. Retrieved February 20, 2004, from http://www.news.wisc.edu/story.php?get=8766 . July 17, 2003
Online book	
Formula	Author's surname, First Initial. Name of the book. Date Retrieved, web address. Date
Reference	Hertrampf U, Kufleitner M, Rosenberger G. Discrete Algebraic Methods: Arithmetic, Cryptography, Automata And Groups. Accessed December 7, 2017. Available from: eBook Academic Collection Trial, Ipswich, MA. (http://web.b.ebscohost.com/ehost/ebookviewer/ebook?sid=f7bd5ea8-051b-499b-a13e-e1c8739ef344%40sessionmgr120&vid=3&rid=3&format=EK). 2016.
Online Newspaper Paper	
Formula	Author's surname, First Initial. Name of the Newspaper. Date Retrieved, web address. Full publish date
Reference	Batur, A. ve Yüksel, G. Namus borcu ödendi. Milliyet. 22 Eylül 2003, http://www.milliyet.com.tr/2000/06/14/yasam/yasa.html . 14 Haziran 2000
Reference	Popper, N. <i>Bitcoin Hasn't Replaced Cash, but Investors Don't Care</i> . Nytimes.com. Accessed 7 December 2017. Available at: https://www.nytimes.com/2017/12/06/technology/bitcoin
Internet document without author and date	
Formula	[Description of article]. (n.d.). Retrieved from http://Web Address
Reference	United Arab Emirates architecture. (n.d.). Retrieved from http://www.uaeinteract.com/
Reference	U.S. flood risk could be worse than we thought. (n.d.). Retrieved from http://time.com/3973256/flooding-risk-coastal-cities/
Forum messages on the internet	
Formula	Author. (Date). Title of article. Title of the resource. Retrieved from http://www.someaddress.com/full/url/ or doi:00000000/000000000000 or http://dx.doi.org/10.0000/0000
Reference	Frook, B. D. (2017, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Message posted to http://groups.earthlink.com/forum/messages/00025.html

Reference	Simons, D. J. (2000, July 14). New resources for visual cognition [Online forum comment]. Message posted to http://groups.yahoo.com/group/visualcognition/message/31
Official publications	
Formül	The name of the institution in which the official publication was published. The name of the article (Printed serial number). Place of Publication: Publisher. Date
Reference	Turkish Standards Institution. Solar-energy potential in Turkey (TSE Publication No. ADM 90-1679). Ankara, Turkey; Government Printing Office. 1990
Tez	
Formül	Author's surname, First Initial. Title. Unpublished masters / doctoral dissertation, University name. Date
Reference	İpek, C. Resmi liseler ile özel liselerde örgütsel kültür ve öğretmen-öğrenci ilişkisi. Yayınlanmamış doktora tezi, Ankara Üniversitesi Sosyal Bilimler Enstitüsü. 1999
Reference	Karal, O. Piecewise affine and support vector models for robust and low complex regression, Unpublished masters / doctoral dissertation, Dokuz Eylül Üniversitesi. 2011
Encyclopedia papers	
Formül	Author's surname, First Initial. Title. Name of the Encyclopedia. (volume, page range). Place of Publication: Publisher. Date
Reference	Arcakhoğlu, E. Thermodynamic. In The New Encyclopedia of Engineering (54, 128-134). Ankara: AYBU. 2013
Reference	Arcakhoğlu, E. Thermodynamic. In The New Encyclopedia of Engineering (54, 128-134). Ankara: AYBU. 2013
News or articles with author	
Formül	Author's surname, First Initial. Article's title. Journal Name, Page range. Date Retrieved, Year Published
Reference	Türker, Y. Godot' nun 50 yılı. <i>Radikal İki</i> . 3. 2 Şubat 2003
Reference	Schwartz, J. Obesity affects economic, social status. The Washington Post, p. A1-A4. 1993, September 30.
News or articles without author	
Formül	Title of article. Name of the newspapers, page number. Date

Reference	Karar seçimi etkilemez. Radikal, 6. 24 Ocak 2003
Reference	Wait till ice cream trucks get wind of this. The New York Times, p. F2. 2007, November 21.
Brochure	
Formula	Last name, First initial(s) or Organization Name (if given). (Date.) Title of brochure [Brochure]. Place: Publisher.
Reference	Türk Psikologlar Derneği. Deprem psikolojik sonuçlarını hafifletme (4. Baskı) [Broşür]. Türk Psikologlar Derneği Deprem Özel Çalışma Grubu: Yazar. 1999
Reference	Work and Income New Zealand. (2000). Guidelines for interview preparation [Brochure]. Wellington, New Zealand: Author
National or international video record or movie	
Formula	Surname of producer, First Initial (Producer). Director's surname, the first letter of the director's name. Name of the movie [Film]. Production place: Producer Agency. Date
Reference	Akpınar, N. (Yapımcı), Erdoğan, Y. (Yönetmen). Vizontele Tuba [Film]. Türkiye: BKM Film. 2004
Reference	Schwartau W. (Producer), Schwartau A. (Director). Hackers Are People Too [Film]. USA: Managed Mischief, Flat Nine Studios. 8 August 2008.
Video record or movie with limited access	
Formula	Surname of producer, First Initial (Producer). Director's surname, the first letter of the director's name. Name of the video movie [Film]. (Producer Agency, Address). Date
Reference	Aksoy, D. (Yapımcı). Başkent Tanıtım Filmi [Film]. (Başkent Üniversitesi Bilgi İşlem Daire Başkanlığı, Başkent Üniversitesi Bağlıca Kampusu Eskişehir Yolu 20. Km 06530 Etimesgut/ ANKARA). 2003
Reference	Harris, M. (Producer), & Turley, M. J. (Director). Writing Labs: A History [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907). 2002
Television Programme	
Formula	Surname of producer, First Initial (Producer). Name of programme. [Television Programme]. Published on: Publisher. Release date
Reference	Suna, N. (Producer). Anadolu Mücevher Sanatı. [Television Programme]. Ankara: TRT. 7 November 2003
Reference	Important, I. M. (Producer). The Nightly News Hour. [Television broadcast]. New York: Central Broadcasting Service. 1990, November 1

Voice Record	
Formula	Last name of the composer, Initial letter of the composer's name. (Copyright date). Name of the work [Name of the vocal artist/speaker "recorded by" - If the composer and the vocal artist/speaker are different people]. The name of the album. [record type]. Location: Company name. (Registration date is different from the date of copyright, date of registration)
Reference	Selçuk, M. N. (1999). Aziz İstanbul. Üstad [CD]. İstanbul: YKY Müzik.
Reference	Okuyucu, H. (2015). Engineering ethics [Recorded by Mehmet Baran]. Lecture Notes [CD]. Ankara: AYBU Music Limited.