

ÖZYEĞİN UNİVERSİTY

FACULTY OF ENGINEERING

**<COURSE CODE (e.g. EE 300)>**

**SUMMER PRACTICE REPORT**

**<STUDENT’S NAME SURNAME>**

**<STUDENT ID NO>**

**INTERNSHIP COMPANY & DEPARTMENT:**

**<COMPANY/DEPARTMENT NAME>**

**<DATE>**

#### SUMMER PRACTICE REPORT

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

**DAILY WORK SUMMARY**

|  |  |  |
| --- | --- | --- |
| **DAY** | **DATE** | **WORK DESCRIPTION** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

**Student’s Name: Supervisor’s Name:**

**Student’s Signature: Supervisor’s Signature-Stamp:**

**DAILY WORK SUMMARY**

|  |  |  |
| --- | --- | --- |
| **DAY** | **DATE** | **WORK DESCRIPTION** |
| **11** |  |  |
| **12** |  |  |
| **13** |  |  |
| **14** |  |  |
| **15** |  |  |
| **16** |  |  |
| **17** |  |  |
| **18** |  |  |
| **19** |  |  |
| **20** |  |  |

**Student’s Name: Supervisor’s Name:**

**Student’s Signature: Supervisor’s Signature:**

# Abstract

Provide an abstract of your project, including where you conducted your internship, what problem(s) you worked on, solution techniques and results. Briefly describe what you learned and/or which skills you acquired during the internship.

# Introduction

Present a summary of your internship. Provide an overview of the problem you worked on during your internship. What tools were necessary to solve the problem? Did you need to learn new tools, techniques?

# Company Description

**In your own words**, describe briefly the company and the department you worked in 1-2 pages.

Company description should include:

* The company’s sector and products
* Any research conducted in the company
* Very brief history of the company and your department (foundation date, very major changes), and your role in this department during your internship.
* Company statistics (size, organization, etc.)

If you are going to use any material that does not belong to you (e.g., company description taken from a website, company organization chart from company documents, a product list from company website), then do not put them here; instead put them into **appendix**.

# <Title of project >

## Problem Statement

Describe:

* What is the specific problem that you worked on?
* What are the constraints in finding a solution for the problem?
* Is this a new problem for the company? If not, what was the solution before?
* If the problem is new for the company, how do other national, international companies deal with this problem?

## Tools and Techniques Used

Describe tools and techniques required to complete the project successfully, including:

* Programming languages: Why did you choose a specific language? What are the advantages and disadvantages of that language in comparison to other alternatives within the context of your project?
* Software: Which software packages did you employ, and why? What were the benefits of employing them in your project? What were some missing useful features? Do there exist alternative software that could have fit your project needs better? If so, why didn’t you use them?
* Hardware: Same questions as in software tools apply here if your project uses specific hardware.
* Techniques: Which techniques did you employ? Why does the technique employed fit into your solution? What are the advantages of such a technique in solving your problem?

## Detailed Explanation

This section explains your project in detail. In the previous section you discussed which tools and techniques were used, and why. In this section, you need to now show **how** you used the tools and techniques to solve your problem. Your explanation should be clear enough so that another person reading your report should be able to solve a similar problem.

## Results

In this section, clearly present the results of your project. In particular, explain the following in detail:

* Was your project completed successfully? If so, show us that your solution indeed is successful. If not, tell us the problems that you encountered, and possible solutions to those problems that could have been applied.
* If your project had quantitatively-measurable goals (performance figures, correctness metric, completing 9 out of 10 features, etc.), then show your results. If your project had qualitative metrics (nice-looking, usable, etc.), then include comments from your supervisor and co-workers, as well as screenshots.

# Conclusions

Conclusions must combine your academic background and your internship experience.

* Explain how your education helped you successfully complete your internship. In particular, explain which topic in which course was used for what purpose in your project.
* Compare your in-class education and assignments with your project assignment during your internship. To what extent they were similar? To what extent they were different?
* Explain how your internship can help your education. What new concepts have you learned that can be used during your classwork?
* Explain which skills and qualifications you have acquired during your internship, and how they may affect your career in the future. Did this internship change your career goals? What were the main influential parts?
* What are your personal views about the company, people, and the work environment?

# Appendix

Include relevant material such as catalogues, product specifications, papers

# References

Each information, figure, table, etc. that does not belong to you (has been found online, taken from some other document, etc.) **must** be referenced, or you risk being penalized due to plagiarism.