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**University of Turkish Aeronautical Association**

Department of Industrial Engineering

Internship Report

* + Student Name:
  + Student Surname:
  + Student Number:
  + Internship Starting Date: …../…../…..
  + Internship Ending Date: …../…../…..
  + Internship Company Name:
  + Course Code:
  + Signature of the Student:

Spelling Rules: The Internship Report should be prepared in English. Internship Report should be written in Word. Arial font and 12 font size should be used in the writing. For the titles, 14 font size should be used. In the writing, a margin of 1.27 cm should be left at the top and left edges of each page, and 1.27 cm should be left at the bottom and right edges. The line spacing should be 1.5. All paragraphs should be justified. The report for the submission should be around 20 () pages (excluding daybook). All pages except the cover page should be numbered with page numbers as "1, 2, 3...". The Internship Report should be submitted with spiral and plastic cover. The front cover should be transparent, and the back cover should be colored plastic. The report should be printed as double-sided. There should be one blank page between the “cover page” and the “Table of Content” page. Each page of the report should be signed and stamped by the company. The “Internship Daybook” must be filled completely. “Compulsory Summer Practice/Internship Evaluation Form (Student’s Evaluation)” (EK-4) and the “Compulsory Summer Practice/Internship Evaluation Form (Organization’s Evaluation)” (EK-3) must be submitted separately from the internship report. EK-4 signed by the student must be delivered in an envelope. EK-3 must be delivered in a sealed envelope, which is signed and stamped by the company. (THIS PARAGRAPH SHOULD BE DELETED).

TABLE OF CONTENTS

In this section, all the titles in the report should be written by their page numbers. (THIS SENTENCE SHOULD BE DELETED).

ABSTRACT

In this section, brief information about the subject and purpose of the internship should be mentioned without giving too much detail The number of words should not exceed 300. (THIS PARAGRAPH SHOULD BE DELETED)

1. INTRODUCTION

Information about the subject and purpose of the internship, the work done during the internship and the result of the study should be given in “Introduction” section. The main sections and subsections of the report should be shown by numbering under headings. The main sections should be numbered in the numerical format (like 1., 2., 3.). The subsections should be numbered similarly (like 1.1, 1.2, 1.3). Subsections should be reduced to 3 levels at most (like 2.1.1, 2.2.1). The following sub-headings should be indicated with lowercase letters if necessary (such as a., b., c.). All chapter titles should be written in bold. Main section titles should be written in capital letters. The first letter of each word should be capitalized and the other letters should be lowercase for the subsection titles. The figures and tables can be used in the report by table and figure headings. (THIS PARAGRAPH SHOULD BE DELETED)

1. INTRODUCTION OF THE COMPANY

Information about the name, location, main fields of activity, short history of its development, organizational structure, production and products, if any, of the internship institution should be given in this section. Information about the special hardware and/or software of the internship unit, if any, should be given, and the applications carried out in the unit should be mentioned. (THIS PARAGRAPH SHOULD BE DELETED)

1. INTERNSHIP DURATION

Studies carried out during the internship, methods used, observations, learned systems and products, projects and applications carried out should be explained in this section. Images, graphics, tables, program parts, etc. can be used to strengthen the narrative in the report. There should be determined problem(s) with reason(s) for the company and there should be solution alternatives for the problem(s) in this section of the report. There should be literature review about the solution alternative(s). Minimum five resources (book, book chapter, article, webpage, etc.) in the literature should be cited for the solution alternative(s). The solution alternative(s) of each of the cited resources should be explained with 3 or 4 sentences. There must not be any plagiarism. The in-text citation should be made in this section. The literature review can be made with using “Google Scholar” or other databases. APA Citation Format should be used for the in-text citations. (THIS PARAGRAPH SHOULD BE DELETED)

1. CONCLUSION

The knowledge and experience gained by the internship should be mentioned. The data and skills obtained during the internship should be evaluated, the institution should be examined in terms of the technical work and the appropriate suggestions should be made (The number of words should not exceed 500). (THIS PARAGRAPH SHOULD BE DELETED)

REFERENCES

The cited resources (book, book chapter, article, webpage, etc.) in the “Internship Duration” page should be listed in this section with end-text citation. APA Citation Format should be used for the end-text citations. (THIS PARAGRAPH SHOULD BE DELETED)

INTERNSHIP DAYBOOK

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| **Day**/*Gün* | **Date**/*Tarih* | **Department**/*Bölüm* | **Brief Explanation of the Training**/ *Yapılan İşin Kısa Açıklaması* | **Name and Title of the Department Director**/*Bölüm Sorumlusunun Adı ve Ünvanı* | **Signature of the Director**/*Sorumlunun İmzası* |
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Student Name and Surname:

Student Signature:

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| **Day**/*Gün* | **Date**/*Tarih* | **Department**/*Bölüm* | **Brief Explanation of the Training**/ *Yapılan İşin Kısa Açıklaması* | **Name and Title of the Department Director**/*Bölüm Sorumlusunun Adı ve Ünvanı* | **Signature of the Director**/*Sorumlunun İmzası* |
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Student Name and Surname:

Student Signature:

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| **Day**/*Gün* | **Date**/*Tarih* | **Department**/*Bölüm* | **Brief Explanation of the Training**/ *Yapılan İşin Kısa Açıklaması* | **Name and Title of the Department Director**/*Bölüm Sorumlusunun Adı ve Ünvanı* | **Signature of the Director**/*Sorumlunun İmzası* |
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Student Name and Surname:

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Student Name and Surname:

Student Signature: