|  |  |
| --- | --- |
| https://upload.wikimedia.org/wikipedia/commons/4/42/Yasar-Universitesi-Logo-AlternatifDikeyOrtali.jpg | **Yaşar University** |
|  **EEE 481 / EEE 399 Internship**  |

|  |
| --- |
| Firm |

###

|  |  |
| --- | --- |
| Name-Surname of the Student   | Student Number  |

|  |
| --- |
|  Date  |

**Table of the Content**

**Page:**

1. Brief Executive Summary of the Internship …………………………………….
2. Description of the Company/Institution …………………………………………..
3. Internship Activities ………………………………………………………………
4. Assessment of the Internship ………………………………………………….
5. Conclusions of the Report …………………………………………………………
6. Appendices & Supplementary Material (if necessary) …………………………….
7. References ………………………………………………………………………….
8. **Brief Executive Summary of the Internship *(min of 500 / max of 800 words*)**

A one-page summary of the company/institution and a short account of the major activities carries out during the internship period.

1. **Description of the Company/Institution *(1 page*)**

This section should be answer the following questions;

* What is the full title of the company/institution? *Give a brief history of the company, full mailing address and relevant web links.*
* What is the sector that the company/institution operates in? *Specify the products and services produced and offered to its customers.*
* Who are regarded as the customers of your internship company/institution (consider the end users, retailers, other manufacturers, employees, etc)?
1. **Internship Activities *(min of 10 / max of 20 pages*)**

This is the main body of your report. During the internship period, an intern may focus on the following types of analysis and questions. You do not have to answer all the questions in the list:

* Describe your working conditions and functions, such as; who is your supervisor (include his/her name and position); other team members or co-workers and what their functions are to complement yours.
* Provide the department or division layout of the internship organization.
* Provide an overview of the production system or service procedure (what are the resources, inputs, outcomes, and constraints?)
* What kind of accounting standard and principles are used in the organization?
* Provide the routing for products, along with manufacturing technologies used.
* Describe the quality control activities throughout the life cycle of the product/service group.
* What financial analysis and decision-making methods are used by corporate treasurers?
* What kind of incentives are used in order to create more effective and efficient organization?
* Describe what kind of working documents and analysis you did there and what experiences you have gained throughout your training?
* A comparison between theory (learned in the classroom) and practice (observed at the company) must be made.
* Show some work samples that you have encountered/conducted at the company through graphs, pictures, data, drawings, or design calculations and include them in your report.

**4. Assessment of the Internship *(Fill the table*)**

Indicate contribution of your internship to the development of your personal and professional skills as outlined below.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Knowledge and skills you need to assess*** | ***(yes)*** | ***(partial)*** |  ***(no)*** |
| Ability to work efficiently in intra-disciplinary and multi-disciplinary teams; ability to work individually. |  |  |  |
| ***Explain the Reason with Concrete Data*** |
| Ability to write report and understand written reports effectively, to prepare design and product reports, to conduct effective presentations, and to give and receive clear and understandable instructions. |  |  |  |
| ***Explain the Reason with Concrete Data*** |
| Acting in accordance with ethical principles, consciousness of professional and ethical responsibility; knowledge of the standards used in engineering practice. |  |  |  |
| ***Explain the Reason with Concrete Data*** |
| Knowledge about business life practices such as project management, risk management, and change management; awareness of entrepreneurship and innovation; knowledge of sustainable development. |  |  |  |
| ***Explain the Reason with Concrete Data*** |
| Knowledge about contemporary issues and the global and societal effects of engineering practices on health, environment, and safety; awareness of the legal consequences of engineering solutions. |  |  |  |
| ***Explain the Reason with Concrete Data*** |

**5. Conclusions of the Report *(1 page*)**

This section should be include;

* A summary of key conclusions derived from the internship experience.
* General observations about the sector in which your internship company/institution operates.
1. **Appendices & Supplementary Material *(if necessary)***

codes, charts, graphs, pictures, etc.

1. **References *(min of 5 references*)**
* List references to papers, textbooks, web pages, user manuals, etc. in this section and number them consecutively.

 [1] <https://eee.yasar.edu.tr/wp-content/uploads/2017/07/1-EEE-zorunlu-staj-klavuzu-v9.pdf>

* Give citations to each of these references inside the text in the standard way.

**RULES FOR WRITING THE INTERNSHIP REPORT**

* You do not have provide a day-to-day dairy of the internship activities.
* Do not write theoretical excerpts from textbooks. *Describe what you exactly did there and experiences you have gained throughout your internship*.
* You can include graphs, pictures, data, drawings or design calculations in your report, but they should not cover more than 1/3 of the page. Larger items should be given as an Appendix.

**Style & Formatting**

* ***Paper***: A4 & portrait
* ***Font:*** Times New Roman, 12 point, single space, justified
* ***Margin:*** 2.5 cm at the top, left, and right sides and 2 cm at the bottom
* ***Place:*** a single space between paragraph-paragraph and heading-paragraph.
* Keep away *unnecessary gaps* in your report.
* Each main headings has to be placed *at the top of pages*.
* Any of the headings cannot be placed *at the end of a page without content*.
* Give citations to each of the *references inside the text* in a standard way.
* For the first use of the abbreviation, you have to define it. e.g First, Frequency Modulation (FM) then you can use FM directly.
* Number each *figure/graphic & table, consecutively and add a meaningful caption to each*. Refer them *inside the text using these numbers*.
	+ Number and caption of a figure/graphic appears *below* the figure/graphic
	+ Number and caption of a figure/graphic appears *above* the table
* Use *Word Spelling and Grammar Check.*
* Put a blank *not before but after* punctuation.
* Be careful about *syntax, verb tenses, capitalization, and punctuation rules*.