**ERZURUM TECHNICAL UNIVERSITY**

**Faculty of Engineering and Architecture**

**Department of Computer Engineering**



**Internship Report**

Full Name

Student Number

Month, 202..

|  |  |  |
| --- | --- | --- |
|  | | PHOTOGRAPH |
| **Student’s** | | |
| Full Name |  | |
| Student Number |  | |
| Name of the Company/Institution |  | |
| Internship Start and End Dates |  | |
| Internship Duration (In working days) |  | |
| Internship Evaluation (To be completed by the university) | | |
| Number of Accepted Days |  | |
| Approved by: | Signature / Date | |

I confirm that this internship report does not contain any confidential or proprietary information belonging to the company that supported my internship. \_\_/\_\_/202

Signature

Student’s Full Name

This internship report has been completed by your student, whose details are provided above, during their internship at our company. We hereby confirm that the student has regularly attended the internship and carried out the assigned tasks. \_\_/\_\_/202

Signature

Name/Stamp of Company Official

|  |  |  |
| --- | --- | --- |
| Week 1 | Day | Activities Performed |
| Date | Monday |  |
| This page will be duplicated for each day of the internship. | | |
| INITIALS | |  |

Internships are crucial for helping us apply the theoretical knowledge we acquire throughout our education to practical applications and commercial products, and for visually analyzing the textbook information we encounter in our professional lives. We will be proud to see you demonstrate the behavior, professional ethics, and social morals befitting Erzurum Technical University Computer Engineering students during and after your internship. I hope your internship is productive, and I wish you success on behalf of our department.

Head of Computer Engineering Department Assoc. Prof. Dr. Mehmet BAYĞIN

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| Week 3 | Work Performed |  |
| Week 4 | Work Performed |  |
| Week 5 | Work Performed |  |
| Week 6 | Work Performed |  |
|  | Comments on the Internship |  |

|  |  |  |
| --- | --- | --- |
| **Internship Day** | **Work Performed** | **Date** |
| Please start filling out your internship report from this page  - Internship reports should be kept on a weekly basis and must include only general information about the workplace as well as details of the tasks and applications performed during the internship.  - In the introductory sections of the internship report, the scale of the workplace, the field of work, the number of engineers, total number of employees, organizational chart, and the roles of the departments within the workplace should be clearly described.  - After the introduction, information related to Occupational Safety must be provided.  - **Reports that consist solely of copied texts and figures from books and brochures will not be accepted. If quotations from books or brochures are used, the relevant references must be clearly indicated.**  - The internship report should not contain only pictures. Every image used must be accompanied by explanatory information below it.  - Detailed information about the “work performed” during the internship should be included in the report.  **INTERNSHIP SUPERVISOR APPROVAL** | | |

|  |
| --- |
| **Comments on the Internship** |
| At the end of the internship report, you should write your opinions about the internship place and what the internship has contributed to you.  If any sources were used, they must be listed at the end of the report.  **INTERNSHIP SUPERVISOR APPROVAL** |

This internship report should be prepared in accordance with the following writing rules. If requested or necessary, adjustments can be made as long as they do not disrupt the flow and presentation.

**Writing Rules**

* This electronic report must be prepared electronically using applications such as MS Word, LibreOffice, OpenOffice, etc.
* The writing area must be ISO A4 size (210 mm x 297 mm).
* The font throughout the entire report should be Times New Roman, size 12 pt.
* The printed internship report must have each page initialed by the responsible engineer of the relevant unit, and the first page must be stamped and signed by authorized personnel. The report should be submitted spiral-bound.
* Margins should be 4 cm on the left side, and 2.5 cm on the top, bottom, and right sides on all pages.
* Page numbers should appear centered at the bottom of each page, except for the cover and table of contents pages
* A table of contents must be included, listing main and subheadings.
* Main headings should be in "ALL CAPS" and **"BOLD"**, while subheadings should have "Only the First Letter Capitalized". Leave 1.5 line spacing after headings.
* The text should be justified (aligned both left and right).
* When including tables and charts, the title ("Table" or "Chart") should be placed above them, with the first letter capitalized.
* Captions for images must be placed below the respective images.
* The explanation should be clear, understandable, and sufficiently detailed, written in third person narrative.
* Leave one full line space after headings, and one full line space after tables, drawings, and charts before continuing with the text.
* Drawings should be generated using programs like AutoCAD and comply with technical drawing standards, including measurements, and be attached in the relevant section.
* Images included in the report must not exceed the writing area boundaries.

**Presentation of the Internship Report:**

* The writing language must be English, clear, understandable, and comply with narrative rules using third person narration
* The theory of the work done should be briefly explained (maximum 100 words) and the application should be comprehensively demonstrated.
* The company where the internship is conducted should be introduced briefly, including its product range, number of employees, and field of work.
* Sources used should be specified in the following format:

For articles in periodicals

1. Yetim, A.F., Aslan, M., Yıldız, F. ve Hacısalihoğlu, İ., 2012. CoCrMo İmplant Alaşımının Plazma Oksidasyon İşlemi İle Aşınma Direncinin İyileştirilmesi. Mühendis ve Makina, 628 (53): 37-43.

For books and book chapters:

1. Kayalı, E.S. ve Ensari, C., 1986. Metaller Plastik Şekil Verme İlke Ve Uygulamaları, İstanbul, s. 320-329.

For papers published in scientific conferences:

1. F. Yıldız, A. F. Yetim, A. Alsaran, A. Çelik,İ. Kaymaz, Plain and Fretting Fatigue Behavior of Ti6Al4V Alloy Coated with TiAlN Thin Film: Experimental and Theoretical Study, IMMC’15 International Metallurgy&Materials Congress, İstanbul, Türkiye, 2010

For lecture notes:

1. Kaymaz, İ., 2014. Bilgisayar Programlama MATLAB; Dosya Yönetimi, Erzurum Teknik Üniversitesi, Mühendislik Mimarlık Fakültesi, Bölüm 6, s. 9.

For URLs:

1. <http://muh.erzurum.edu.tr/muhendislik_/ic_sayfa.aspx?Id=916> , 02.06.2014