

A) GENERAL WRITING RULES

The writing rules to be followed in the preparation of internship reports are specified below.

- The report should be written on white A4 paper of size 210x297mm.
- No section of the report should be skipped, and it should be written as concisely as possible. All text and figures should be prepared as computer output. Schemes, figures, and images that are difficult to draw on the computer can be added to the appendices section at the end of the report.
- Text fonts in the report should be written using Arial 11 (headings should be 13 and/or 15 bold) or Times New Roman 12 (headings should be 14 and/or 16 bold) points.
- All pages, tables, and figures should be numbered. Figures and tables should be placed as close as possible to the first mention in the text.
- The name of figures should be written below the figure; the name of tables should be written above the table.
- The first page of the report should be a cover page containing the name, surname, ID number, department, and the number of the internship carried out by the practical study student.
- The report can be written in Turkish or English.
- Reports should be submitted bound or in a folder.

B) SECTIONS CONSTITUTING THE INTERNSHIP REPORT

1. COVER PAGE

It should be in the format specified in the writing rules and should contain the information provided in the draft.

2. TABLE OF CONTENTS

All sections constituting the internship file should be listed with main headings and subheadings, indicating the relevant page numbers.

3. INTERNSHIP PROGRAM AND APPROVAL PAGES

- **Institution Information and Internship Program Page:** This section should include student information (ID number, name-surname, department), institution information (full name of the institution, address), and a internship program showing the number of days worked in which department and on which dates. **Additionally, this section should be signed and stamped by the authorized person in the institution where the internship was conducted.**
- **Work Done and Approval Pages:** In these pages, the student writes day by day the tasks performed, contributions made, topics studied, and experiences gained in bullet points. **(Details about the topics studied, details about the work done, details about the methods used in these works, details about the equipment used will be written in the evaluation section.)** Each page must be signed and approved by the supervisor or authorized person of the department where the task was performed.

NOTE: Observational information will be provided instead of theoretical knowledge in the tasks performed and approval pages.

4. INTERNSHIP EVALUATION REPORT

- **Preface:** General information about the work done is provided. It should not exceed one page.
- **Institution Introduction:** A brief information about the institution where the internship was conducted is provided without skipping any steps, including the introduction of the institution, organizational structure, activities, departments, personnel status, production, marketing, and product information.
- **Evaluation Section:** **THIS IS THE MOST IMPORTANT SECTION OF THE INTERNSHIP REPORT WHERE INFORMATION ABOUT THE INTERNSHIP IS PROVIDED.** In this section, the work done in the tasks performed and approval pages is detailed, and explanatory information about the methods used and the equipment used in these works is provided. Observed systems and products, contributions to the work are explained. **A title should be given for each work done and approval page. It should be explained in detail under each title.**
- **Conclusion:** The knowledge and experience gained by the student in the internship are explained in the conclusion section. It should not exceed one page.
- **Appendices:** In this section, in addition to large figures and diagrams mentioned in the report text, you can present other information you want to specify (Graphs, images, documents, etc. For example, technical drawings you made during your

internship). However, the appendices section should not include all necessary or unnecessary documents and information; it should not be unnecessarily long.

NOTE: The positions and contact information of the supervisors who signed the internship report and work in the unit where the internship was conducted should be specified in the appendices section of the report.

C) REPORT SUBMISSION

- Internship reports must be submitted by the end of the Add-Drop Week after the semester begins.
- Along with the Internship Reports, the following documents must be submitted:

INTERNSHIP ASSESSMENT FORM (in a sealed envelope, stamped)

INTERNSHIP FORM

If any of these documents are missing, the report will not be accepted for submission.