

# GUIDELINE FOR PREPARATION OF INTERNSHIP REPORT

An internship report is a documentation of a student's work, which is a record of the original work done by the student in the internship of 30 day duration. The objective of this document is to provide a set of guidelines to prepare the report. The report must be written in English. The abstract need to be written in English and Turkish, according to the template provided at the Department's web page in a separate document titled "Internship Report\_Format".

In the following, some indicative guidelines are provided to help you in preparing your report from your internship. You need to submit one CD-ROM copy and one printed copy of your report to the secretariat.

## **Indicative Structure**

Following is the sequence heading of internship report

- Title Page
- Certificate
- Acknowledgement
- Abstract
- Özet
- Table of Contents
- List of Tables
- List of Figures
- Chapters
- References
- Appendices, if any

## **Title Page**

The title of the report should reflect the work carried out by the student.

## **Certificate**

The certificate should have details such as name of the student, title of the report, and duration. The above details should be certified by the concern supervisor under whom the work was carried out.

## **Acknowledgement**

Student should acknowledge the supervisor, company/organization and other relevant persons who have helped for successful completion of the internship.

## **Abstract**

It is compulsory to use the bilingual form, English and Turkish. Abstract should include brief introduction to company/organization, description of the main activities and processes of the company/organization, information on tasks assigned to you, importance of the tasks that you have worked in, key learnings acquired and conclusions of it. Tables, figures and references appearing in the report should be numbered and referred at appropriate places.

## **Chapters**

The first chapter should be "Introduction". Student should include other chapters related to work/mission carried out. Proper titles that reflect the task/problem undertaken should be given to the chapters. The report should be completed with a "Conclusion" chapter.

## **Introduction**

In this chapter, student should give a presentation of the company/organization. Following is the information you may provide

- ✓ The facility/system available with the organization,
- ✓ Description of the main activities and processes of the company/organization
- ✓ Reflections on the role and importance of the tasks that you have worked in.

A “**Key Results/Key Learnings**” chapter should also be included before the Conclusion chapter. From the work carried out, the results obtained and learnings realized should be provided.

Following questions might be considered in this chapter:

- ✓ In which department of the company were you assigned?
- ✓ What responsibilities were given to you?
- ✓ What have you achieved during the internship?
- ✓ What new ideas, concepts, approaches etc. did you learn during the internship?
- ✓ What was your interpersonal, leadership, teambuilding, project management, time management experience which you acquired during the internship?

Tables, figures, photographs should be provided in the appropriate place of the report and each of these should have a caption as given below.

### **Figure**

A figure should have a caption (title). Use the chosen word consistently in both the text and the figure caption. Figures are numbered. The figure number follows a double-numeration system (such as Figure 3.1) where the first number indicates the chapter number and the second number indicates the serial number of the figure in that chapter. Figure caption (along with figure number) appears below the figure.

### **Table**

Each table should have a title. The title appears on the top of the table. It should be clear, and self-explanatory. Tables are also numbered (such as Table 3.1).

### **Conclusion**

Specific conclusions should be drawn from the work carried out and results obtained. Brief overview of results and key learnings should be addressed. You should state what you would like to develop more in your professional future. Include references to books, articles, reports referred to in the report in the IEEE Citation Reference format.

### **Appendices**

Appendices are provided, if necessary, to give supplementary information.