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**T.C.**

**ESKISEHIR TEKNIK UNIVERSITY**

**FACULTY OF ENGINEERING**

**DEPARTMENT OF ELECTRICAL AND ELECTRONICS**

**ENGINEERING**

**Internship Report**

**Report Term:** (1-2)

(Times New Roman Kalın 14 Font)

|  |  |
| --- | --- |
| **Students Name-Surname** | **:** |
| **Student`s TC ID number** | **:** |
| **Company name**  **Start and End dates** | **:**  **:** **..../…./20…. - ..../…./20….** |

**ESKİŞEHİR**

**2022**

**T.C.**

**ESKISEHIR TECHNICAL UNIVERSITY  
FACULTY OF ENGINEERING  
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING  
INTERNSHIP REPORT  
INNER COVER PAGE**

**STUDENT INFORMATION**

Name-Surname: ............................................................

ID Number : ............................................................

Enrolment Year: ............................................................

Phone / E-mail: (....) .......... / .................................................

**REPORT INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Internship Report**  **Period** | **Internship Report Period Responsible Personnel Information** | | | Staj Sorumlusu İmzası  Mühür/K aşe |
| **Name-**  **Surname** |  | |
| **Title\*:** |  | |
| **Start and End Dates of the Report Period** | | ..../…./20…. |
| ..../…./20…. |
| **Total Number of Working Days in the Report Period** | | ...... working days |
| **Date of Approval by Responsible Personnel** | | ..../…./20…. |

**Important Note: The title of the person approving this section must be Electrical or Electronics or Electrical-Electronics or Electronics-Communication Engineer. This title must be clearly stated above.**

**Internship key points for writing the report:**

1. In internship reports, information should be provided that indicates involvement in engineering activities complementary to the education received in the Electrical-Electronics Engineering department. It is expected that the student actively participates in technical activities at the internship institution/organization and observes them actively.
2. The inner cover page of the internship reports must be approved by the responsible engineer (Electrical, Electronics, Electrical-Electronics, Electronics-Communication engineer). The report must be uploaded by the student within three working days from the end date of the internship via the link provided on the eemstaj page. In case of a valid excuse for the delay in submitting the report, the relevant situation must be reported within the report submission process. Reports not submitted on time without a valid excuse will not be accepted, and the student will be considered unsuccessful in the internship.
3. **The title of the engineer approving the internship reports must be clearly stated as Electrical, Electronics, Electrical-Electronics, Electronics-Communication, or Computer engineer on the inner cover page, and the company stamp must be included in each report. It is the responsibility of the student to provide this information and ensure** compliance**.**
4. Reports should be written in A4 size, in the specified format, with margins of 2.2 cm at the top, bottom, and right, and 3 cm on the left, using 12-point Times New Roman font, and single line spacing (paragraph spacing).
5. The cover page provided as an example, the inner cover page, and the work schedule should be included in the written internship reports. The report should be prepared in accordance with the defined format and content determined by the Department Internship Committee. Students are expected to prepare a comprehensive and understandable Technical Report in accordance with the given format. Reports are evaluated in terms of content, language used, presentation, and meticulousness in report preparation.
6. Attachments may be included in the written report if deemed necessary. These attachments should be separated as ANNEX-1, ANNEX-2, and if available, the section numbers of these attachments should be numbered as A.1, A.2. No unnecessary information or documents should be included in the report and its attachments.
7. In establishments where work is done on Saturdays and Sundays, the weekly working days at these locations are taken into account if documented. In cases where the relevant document is not submitted with the internship application or not sent with the first follow-up report, internships conducted on Saturdays and Sundays will be considered invalid.
8. Internships are primarily conducted during periods when education and training are not provided. However, students who are required to attend a course worth up to 10.0 ECTS credits and can work at least three full working days per week are exempted from this rule and can start their internships in any month. Students who meet the graduation requirements can also start their internships in any month.
9. It is mandatory for students to send their current transcripts along with their internship reports. Students who take any courses during the summer school period and participate in internships must also send the relevant semester's course schedule obtained from the system along with their final internship reports.
10. **Following the submission of the internship report, the "Institution/Organization Student Internship Evaluation Form" and "Student Internship Attendance Schedule" must be sent by the institution/organization in a sealed envelope via mail to the address specified below, approved by the internship supervisor (or authorized personnel). If the end-of-internship forms are delivered to the student in a sealed envelope, the documents must be delivered by the student to the department secretariat. Otherwise, the internship reports will not be evaluated, and the student will be considered unsuccessful in the internship.**

**Mailing Address:** Eskişehir Technical University, İki Eylül Campus, Department of Electrical-Electronics Engineering, 26555 ESKİŞEHİR / TURKEY

1. Reports with this page missing and/or unapproved will not be accepted.

**Electrical-Electronics Engineering Internship Committee**

I declare that I have prepared my report in accordance with the internship regulations of the Department of Electrical-Electronics Engineering.

**Student's Name-Surname:**

**Student's Signature:**

**WORKING SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Day** | **Work Done** | **Page No** |
| **Örn:**  **01/01/2000** | **Örn:**  **Pazartesi** | **Örn: Otomasyon sistemindeki arızanın giderilmesi** | **1** |
| **…./…./20….** |  |  |  |
| **…./…./20….** |  |  |  |
| **…./…./20….** |  |  |  |
| **…./…./20….** |  |  |  |
| **…./…./20….** |  |  |  |

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| **COMPANY AND INTERNSHIP INFORMATION** |
| In this section, descriptive information will be given about the subject and purpose of the internship and the name, location and activities of the organization where the internship is performed. The organization chart of the workplace, the number of engineers and technicians working in the internship group and their duties within the organization will be examined. As many pages as desired in the format specified in this section can be used. Except for the parts where the format is specified throughout the internship report, everything written should be written using 12-point Times New Roman font, single-spaced (inside paragraphs), justified and allowed for spelling. |

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| --- | --- | --- |
| **WORK DONE:** | | **Page No**  **1** |
| **Start Date: …./…./20….** | **End Date: …./…./20….** |
| **Work Done**In this section, everything observed and done in the works specified in the internship directive will be written in a way that pays attention to engineering details and by the technical writing language, divided into sections according to the work done. Based on the experiences gained, theoretical information explaining the jobs involved should also be given under the relevant job sections. Citations should be made according to IEEE standards at the end of each section, by the underlying sources. Where necessary, diagrams, tables, and visuals of an explanatory nature (close to where they are first mentioned in the text) should be added, provided that they comply with the page layout. Each table/chart, figure, and visual within the text should be appropriately titled and numbered. This numbering should start from the first table/chart, figure, or visual and continue throughout the text. Table/chart, figure, and visual words and numbers are written in bold letters, and figure titles and explanations are written in normal letters, centered (e.g. Figure 1: Opamp diagram, Table 1: Measurement values, Visual 1: Circuit section). References to these elements should be made considering these numbers. Adding unnecessary and unrelated tables/charts, figures or visuals should be avoided. A new section will be created for each job performed and it will be clearly stated, if necessary, by dividing it into working days between the start and end dates. As many pages as desired in the specified format can be used in each section. Page numbering should start from the first chapter and continue in other chapters. The job titles and page numbers specified in the Work Calendar must be appropriate with the job titles and page numbers specified in this section, and the specified dates must also comply with the calendar. | | |

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| **WORK DONE:** | | **Page No:**  **2** |
| **Start Date: …./…./20….** | **Start Date: …./…./20….** |
|  | | |

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| --- |
| **CONCLUSION** |
| At the end of the final internship follow-up report, the knowledge, skills and achievements acquired during the internship will be listed in one page, and a summary of the work done will be evaluated in terms of technical work, and opinions and thoughts will be written. |

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| --- | --- |
| **ANNEX** | **Page No**  **E.1** |
| If desired, supporting data, tables or visuals will be presented in this section. An appropriate title should be chosen for each item to be included here. In this section, as many pages as desired, by the specified format, including “E.1, E.2, …” can be used. | |

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| **ANNEX** | **Page No**  **E.2** |
|  | |