

# ADNAN MENDERES UNIVERSITY ENGINEERING FACULTY



## **INTERNSHIP REPORT FORMAT**

**August, 2016**



## INTRODUCTION TO INTERNSHIP REPORT

Reporting the results obtained from an internship is as important as conducting the internship. A sloppy report significantly deducts from the value of the results. Quality of the internship may be judged directly by the quality of the writing and how well you convey the importance of your works. Therefore, a properly prepared report is very important.

This document covers some important points on how to prepare a proper report for an internship.

## FORMAT OF INTERNSHIP REPORT

- The report should be prepared with a computer and printed (soft copies are not accepted).
- An electronic copy of the report (preferably in a CD) should be delivered with the printed report.
- Each report should be bound in a file folder.
- The format of the documents mentioned in Appendices has to be used.
- Works must be noted in daily basis.
- Technical language should be used in file preparation.
- Worthless detailed information has to be avoided.
- Photographs, diagrams graphics, etc. may be used if needed.
- Theoretical information must be extended by writing how the information is used during internship.
- If there is technical software or devices, explanations are needed.
- Duration of the work done must be thought while writing daily notes. Avoid unnecessary extensions.
- Internship diary pages must be numbered and date must be mentioned in each page.
- The diary must be in accordance with the project schedule.

## SECTIONS OF INTERNSHIP REPORT

It is mandatory that the report will involve all of the below sections:

**Cover Page:** The format of the Cover Page can be found in Appendix 1.

**Internship Acceptance Form:** Place the Internship Acceptance Form after Table of Contents. (Internship Acceptance Form can be found in the Appendix 2).

Students those have to do internship within the scope of ADU Undergraduate and Graduate Regulations must inform SGK as it is required by law coded as 5510 and named as Sosyal Sigortalar ve Genel Sağlık Kanunu.

**IMPORTANT NOTICE:** The student submits the Internship Approval Form and the Internship File to the Head of Department 10 days before the practice starts. The documents for submission must be prepared as 3 original sets.

The student must submit this form with department's approval on it and the copy of Citizenship ID to the Faculty Secretary for SGK registration at least 3 days before practice starts.

A copy of Internship Application Form and SGK Registration Form will be submitted to the company and one copy of those documents will be submitted to the department and another copy will be kept with the student after SGK registration.

*ADÜ Önlisans ve Lisans Eğitimi Yönetmeliği kapsamında zorunlu staj yapmak durumunda olan öğrencilerimizin 5510 sayılı Sosyal Sigortalar ve Genel Sağlık Kanunu gereği Sosyal Güvenlik Kurumuna bildirilmesi gerekmektedir.*



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**ÖNEMLİ NOT:** Öğrenci Staja başlama tarihinden en az 10 gün önce bağlı bulunduğu ilgili Staj Komisyonu onayı alındıktan sonra staj defteri ile birlikte Bölüm/Birim Başkanlığına teslim eder. Teslim edilecek form 3 nüsha olarak (fotokopi değil) hazırlanır.

Staj yapacak olan öğrenci, staja başlama tarihinden en az 3 gün önce, Bölüm/Birim Sekreterliğince SGK girişi yapılmak üzere, bölüm/birim tarafından onaylı bu form ve nüfus cüzdanı fotokopisi ile birlikte Birim Sekreterliğine başvurur.

SGK Sigorta girişi yapıldıktan sonra “Staj Başvuru Formu”nun ve “SGK Sigorta Giriş Belgesi”nin, birer nüshasını staj yapacağı yere, birer nüshasını Bölüm Başkanlığı’na teslim eder. Bir nüsha da öğrencide kalır.

**Internship Approval Page:** Internship Approval Page should then be inserted after the approval is got from the company and the department representatives. (See Appendix 3 for the Internship Approval Page).

**Work Accomplishments:** Format of Work Accomplishment Page can be found in Appendix 5. This section is essentially the outline of the report.

**Daily Report:** Format of the Daily Report Page can be found in Appendix 6. In this section, the participated work activities and the observations should be described during that particular day. The major expectation is the involvement in an engineering activity and the report to show clear understanding and judgment to the experienced activity. The student must also clearly state his/her own role and individual contributions to the project. For example, if the student worked at a construction site, he/she can explain the stages involved in the construction. If the student worked at a design office, he/she should provide details of the design procedure and stages that he/she took part during the process. The student can include necessary photos, figures, and graphs with placing the necessary numbering system. This section is the main body of the report.

**Company Evaluation Report:** This section involves the brief administration plan of the company as well as the student’s evaluation by the authorized professional in the company.

**Appendices:** Appendices are for the student’s supplementary materials. For example: Appendices may contain schematic drawings, computer programs, other drawings, etc.

## APPENDICES

Appendix 1: Cover Page

Appendix 2: Internship Acceptance Form

Appendix 3: Internship Approval Page (Company and Faculty)

Appendix 4: Work Accomplished (Weekly Report)

Appendix 5: Daily Report (Main Body)

Appendix 6: Company Evaluation Form