

SCHOOL OF ENGINEERING AND NATURAL SCIENCES

Put your Department Name Here

Internship Report

**Internship Place & City/Country**

**The name of the Company/Institution/Hospital**

Student Name :

Student ID :

Email :

Student’s Advisor :

Date :

Internship Process. **Remove** this part when the report is submitted.



# Overall Description of the Activities/Projects Involved

[Here give an overall description of your internship for the duration of 20 days. State what you have done in general, what you have accomplished, and what you have gained from the internship. Moreover, state which coursed you have taken have helped you the most and the parts that you had no idea about but had to learn during the internship. This part should be limited to one page only. ]

# About the Company

[Here mentions the general info about the company. Do not copy and paste the address of the company in here as a general info. The important parts are its history, accomplishments, market presence, and its goals for the project you got involved with. In a paragraph also, state what you would do for the project if you were the CEO or the company’s president. This part should be limited to one page. ]**Please do not copy and paste the respective information from the website of the company.**

**Manager’s Name and Position within the company**:

**Contact Info**: Address, telephone and email.

# Internship Activities

In this part fill in the following tables for each day of the internship. Each part needs to be stamped by your supervisor at the end of each week and then signed and dated. Provide detailed information as too little info will not be accepted. Do not exceed half a page for the weekly reporting. Here, the template is provided for only two-days. Please extend it to the duration you spent during your internship.

|  |  |  |
| --- | --- | --- |
| **Day 1 -** 1. Gün | **Date/**Tarih |   |
| **Tasks Planned for the Day** (Gün için planlanan çalışmalar):  |
| **Daily Activity** (Gün içinde yapılan çalışmalar):**You should provide information on daily-based activities like what you did in Day#1, Day#2, etc…** |
| **Completed Tasks for the Day** (Gün içinde tamamlanan çalışmalar): |
|  **Manager/**Müdür |   | **Sign, Seal, and Date**(Imza, mühür, tarih) |   |

|  |  |  |
| --- | --- | --- |
| **Day 2 -** 2. Gün | **Date/**Tarih |   |
| **Tasks Planned for the Day’s** (Gün için planlanan çalışmalar):  |
| **Daily Activity** (Gün içinde yapılan çalışmalar): |
| **Completed Tasks for the Day** (Gün içinde tamamlanan çalışmalar): |
|  **Manager/**Müdür |   | **Sign, Seal, and Date**(Imza, mühür, tarih) |   |

# Evidences

# [Please provide evidence related to your internship:

# If it is a laboratory internship, include pictures of the produced polymers and experiments conducted.

# If you are working in an office setting, include sample screenshots depicting the tasks performed.

# For a construction site internship, include several photos from the site along with documentation of daily tasks and experiments conducted on-site.

# If the internship is project-focused and conducted in an office, include drawings on the computer or on paper, as well as photos involving calculations of material quantities.

You can also provide codes you developed also screenshots of web pages that you designed.

# (Maximum 5 pages)]

# Final Remarks

[ Provide any final remarks about your internship. This part is not mandatory. ]