**KONYA FOOD AND AGRICULTURE UNIVERSITY**

**FACULTY OF ENGINEERING AND ARCHITECTURE**

**ELECTRICAL AND ELECTRONICS ENGINEERING DEPARMENT**

**EENG X800 (write “2800” or “3800”)**

**SUMMER INTERNSHIP  
REPORT**

**Name Last Name**

**ID Number**

**Performed at**

**Name of the Firm**

**Beginning and End dates**

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Abstract

This is the template for EENG 2800 and 3800 practical trainings. You should provide a short (no more than 150 words) abstract in your report. This abstract should describe your internship in a few sentences: mainly stating where, what you have done and what you learned. Just a general description.

1. Introduction

In the introduction section you should make a smooth beginning to the document. This section should include the following information:

* The name of the company and department where you have done your summer internship, the main focus area of the company, and your motivation for choosing this company as the place for your summer internship.
* Brief summary of the work you have done, the motivation behind it, and the significance of the work that you have done in the overall project.
* Explanation of the organization of the rest of the report.

To use the template, create an empty version of this document (just by double clicking the dot file) and edit the text according to your internship. You should be using relevant styles defined in this template. For example you should use H1 for top-level Section headers and TEXT style for the normal text.

1. Company Information

Provide a description of the company in this section.

* 1. General Information

Write the company’s address and its focus and project area. Explain the products and the production methods of the company. Provide a brief summary of the company’s history.

* 1. The Company’s organizational structure

Describe the organization and explain the role of electrical and electronics engineering in the organization of the company

* 1. The Company’s employees

Provide information on human resources. How many electrical and electronics engineers are employed in the company?

* 1. The Supervisor and the team

The name, address, telephone number, email address, and information about the education of your supervisor must be given (including the name of the university and department from which he/she graduated, and the year of graduation). Additionally, you must list the names of your team members and their backgrounds.

1. Practical Training Main Body

This is the most important part of the report where you write about what you did and what you observed during summer practice. The section should be organized under sub-sections, where each sub-section represents a part of the practical training. Titles of the section and subsection should reflect the things you do or observe. For example, for a research oriented company, one section’s title can be Project Work. Additional information can be put into the appendix section.

We expect to see engineering qualifications that you achieved in the practical training. You are encouraged to write relevant activities related to the questions in “Internee Self Evaluation Form” in the report. Electrical and Electronics Engineering involvea a specific practical engineering task, and you should write the things that existed in your practical training. Here are given some examples of what should be written for practical trainings in some Electrical and Electronics Engineering fields: For a summer practice involving electrical repair, explain the basic electrical repair work you do or observe and summarize the problems encountered and their solution methods. If the field is electric machines, explain the engineering practice on machines such as electric machinery, generators, generator drive machines, transformers, accumulators, switches and relays or its maintenance place. If it is about electrical systems, explain your experiences in the areas of lighting, energy distribution, connections, electrical machinery placement control and control projects. Explain the process (design, assemble, produce, and test electronic components and printed circuit board) of manufacturing of electronic circuits, if your summer practice is on manufacturing of electronic circuits. If embedded systems are the main topic of your internship, describe the purpose of using embedded systems and the software and hardware used for this purpose.

When you are describing a work based on a theoretical concept which you did not know before, you can explain what you learned. However, as the theoretical part can be found in any book, your report should focus on the things you have done or observed during your internship. You are allowed to explain what you have read in sources (books, websites) with your own sentences with proper citation. It is forbidden to plagiarize any content from books, Wikipedia or other Internet web sites by copy-pasting it as if it is your own idea. Not only will your internship be rejected, but also you will commit a punishable offense [1]. While you can use Wikipedia articles as well please try to make sure that the information contained in them are accurate. The references section should only contain sources you have used in your text and nothing else.

In evaluation of the reports, we will check if you wrote the report to include engineering qualifications you gained, abiding by the writing rules. Please be sure that you do not make an error in the writing rules given here as a checklist.

1. The figures and tables must be numbered and explained.
2. Figures and tables should be referenced if they are taken from any source.
3. After punctuation marks, a space should be left.
4. Table headings should be at top of tables.
5. The page numbers of the titles should be shown in Contents.
6. There should be enough figures to visualize the subject.
7. The figures and tables should be numbered sequentially.
8. Section headings must be numbered sequentially.
9. No section title as "Report" would exist.
10. You should spell check to avoid spelling errors.
    1. Project Work
11. Conclusion

In the conclusion section you summarize the work you have done. Clearly restate your contribution, what you have learned, experienced and acquired. Be specific in relating these to what you have learned at coursework in the University.

References

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| [1] | Konya Food and Agriculture University, “KONYA FOOD AND AGRICULTURE ÜNİVERSİTESİ ÖN LİSANS VE LİSANS EĞİTİM VE ÖĞRETİM YÖNETMELİĞİ,” 2018. |

Appendix