**KOÇ UNIVERSITY**

**COLLEGE OF ENGINEERING**

**ELECTRICAL ENGINEERING DEPARTMENT**

**EE 291/391 SUMMER PRACTICES I/II**

TITLE PAGE

Include the following information

* University name
* Department name
* Course code and title i.e. “Summer Practice Report”
* Student name and number
* Internship company and department
* Date

Sample page layout:

Koç University

College of Engineering

Department of Electrical & Electronics Engineering

ELEC 291

Summer Practice Report

Jane Doe 0123456789

XYZ Corporation, ABC Department

June 20##

INFO PAGE

Include the following information and structure.

Sample page layout:

SUMMER PRACTICE REPORT

Student Name:

Starting Date:

Completion Date:

Total Working Days:

Summer Practice #:

Company:

Department:

Address:

Contact Person (Name, Department, Phone, Fax, etc.):

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Show different sections, and their page numbers. Start numbering pages from here on.

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[**4.** **Summary and Concluding Remarks**](#_2et92p0)

[**5.** **References**](#_tyjcwt)

[**Appendixes**](#_3dy6vkm)

# Introduction

Make an introduction about your internship and briefly describe the contents of the following sections of the report.

# Company Description

Describe the company and the department you worked in. Include history, products and services offered by the company, core business, departments, products, major tools and equipment used for design, development, manufacturing and testing. Do not to exceed 3-5 pages. If you use information from web sites, you should always carefully add relevant references. Refrain from copying and pasting directly; instead rephrase the information in your own words.

# Title of the Project

This part should describe the project undertaken by the student during the practice. The description should include the scope, deliverables, methods, tools used, and the results obtained. If you have undertaken more than one project, explain them in separate subsections.

# Summary and Concluding Remarks

Summarize the results in the projects undertaken during the internship outlining the parts you completed and contributed. Also, include your personal views about the company, people, and the work environment. Describe what you learned during this practice and whether it was useful for you.

# References

Use the *IEEE Citation Reference* document available at <http://www.ieee.org/documents/ieeecitationref.pdf> to format your references.

# Appendixes

Include any relevant material here i.e. product specifications and papers, source code, technical drawings etc.