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| yasar university logo ile ilgili gÃ¶rsel sonucu | Faculty of Engineering  Computer Engineering Department  COMP 4811 – Internship  Completion Report |

Student Number:

Student Name and Surname:

Name of the Company:

Date and Duration of the Employment:

2019 Yaşar University

Contents

[**1.** **Information about the company** 2](#_Toc3209167)

[**2.** **Evaluation of the Internship** 2](#_Toc3209168)

[**3.** **Assessment of the Internship** 3](#_Toc3209169)

[**4.** **Conclusions of the Report** 5](#_Toc3209170)

[**5.** **Appendices & Supplementary Material** 6](#_Toc3209171)

[**6.** **References** 7](#_Toc3209172)

1. **Information about the company**

a. Briefly describe the company.

b. What is the main sector of business of the company? Please share your observations and experience about the sector.

c. Describe the team you worked with.

d. What were your responsibilities in your team?

1. **Evaluation of the Internship**
   1. Have you contacted any other multidisciplinary unit in the project or team you were working on?
   2. Have you been asked for a presentation / report / technical report about your work?
      1. If so, please explain all the documents that you’ve prepared during your internship in detail.
      2. Have you been trained for preparing this document you’ve been asked for?
      3. Was there a general reporting and presentation format at the workplace where you work? Share your observations.
   3. About the team or unit, you work with;
      1. What were the applied standards and certifications? Explain in detail. (Coding standards, ISO certifications etc.)
      2. What were the rules, code and ethics of the team/company/business (Engineering Ethics, Company Culture, Occupational Safety, Information Security etc.)?
      3. Have you been trained for any of the above?
   4. What are the methods of project, risk and change management?
   5. Evaluate the experience in your institution or department from the following factors;
      1. Environmental
      2. Law
      3. Health
      4. Security
   6. Summarize your internship activity with a sentence.
   7. What financial analysis and decision-making methods are used by corporate treasurers?
   8. What kind of incentives are used to create more effective and efficient organization?
   9. Please provide a comparison between theory (learned in the classroom) and practice (observed at the company) in this part.
   10. Have you attended any meeting within the organization? If you have, please detail.
   11. Briefly describe the technologies you use during the internship period?

1. **Conclusions of the Report**

This section should include;

* A summary of key conclusions derived from the internship experience.
* General observations about the sector in which your internship company/institution operates.

1. **Appendices & Supplementary Material**

codes, charts, graphs, pictures, etc.

1. **References**

* List references to papers, textbooks, web pages, user manuals, etc. in this section and number them consecutively.
* Give citations to each of these references inside the text in the standard way.