YAŞAR UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING
COMP 4811 INTERNSHIP

Internship Completion Report
(Staj Sonuç Raporu)
Student ID Number
Student Name and Last Name
Date of this Report

Name/Title of Internship Place, City
Date of First Day- Date of Last Day
Duration of Internship in Workdays

YAŞAR UNIVERSITY
FACULTY OF ENGINEERING
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COMP 4811 INTERNSHIP

Internship Completion Report
(Staj Sonuç Raporu)
1234567890
Ahmet Mehmet Mustafaoğlu
05.06.2020

Example Internship AŞ, İzmir
01.04.2020-31.05.2020
30 Workdays

Contents

1. Information About the Company/Organization

- Briefly describe the company/organization.
- What is the main sector of the business of the company/organization? Please write your observations and experience in the business sector.
- Describe the team you worked with.
- What were your responsibilities in your team?
- Add some photographs taken in the organization, if possible

2. Evaluation of the Internship

2.1. Summarize your main internship activity in one sentence. If you have worked in different, that is, more than one, team/project of company/organization during your internship, write one sentence for each.

2.2. Describe multidisciplinary nature of your team/project, if any. Also, describe if your team/project had any contacts to other groups/teams/projects of your company/organization for multidisciplinary work (for example cooperation for health cerification with a quality group, etc)

2.3. If you have given a presentation and/or have written a report about your work during your internship,
   i. Describe and discuss all the documents that you have prepared in detail and if possible provide their copies in appendicies,
   ii. Describe if you have been given training for preparing the presentation and/or the report,
   iii. Describe if company/organization wide reporting and presentation rules and/or formats exist

2.4. Regarding the team/project you work with;
   i. Explain in detail standards used and certifications owned by the company/organization. For example, national/international standards, coding standards, quality/security certifications, etc.)
   ii. List and briefly explain the rules and regulations of your internship company/organization (such as Engineering/Business Ethics, Company Culture, Occupational Safety, Information Security, etc.)?
   iii. Describe if you have been given training for any of the above

2.5. List and briefly describe the methods/methodologies/processes used by your team/project and/or by your internship company/organization, risk and change management?

2.6. Describe and evaluate your experiences in your team/project and/or in your internship company/organization, from the points of view of following issues;
   (i) Law
   (ii) Health
   (iii) Security
   (iv) Environmental

2.7. List and briefly describe the financial analysis and decision-making methods that are used in your team/project and/or in your internship company/organization

2.8. List and briefly describe different types of incentives used for a more effective and efficient organization (for example, a financial award if you have patent, etc.)

2.9. Provide a comparison between the theory (learned at the university) and the practice (observed at your internship company/organization)

2.10. If you have attended any meetings during your internship, give details of the meetings, such as date/time of the meeting, subject of the meeting, participants, notes about discussions and decisions, etc. If possible, add minutes of meeting document in Appendices Section.

2.11.   List and briefly describe the technologies that you have used during your internship.

3. Conclusions

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

4. Appendices and Supplementary Material

All material in this section must clearly be identified and dated (That is, who, what, how, when, et.)

- Codes, charts, graphs

- More photographs, if any

- Etc.

5. 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.