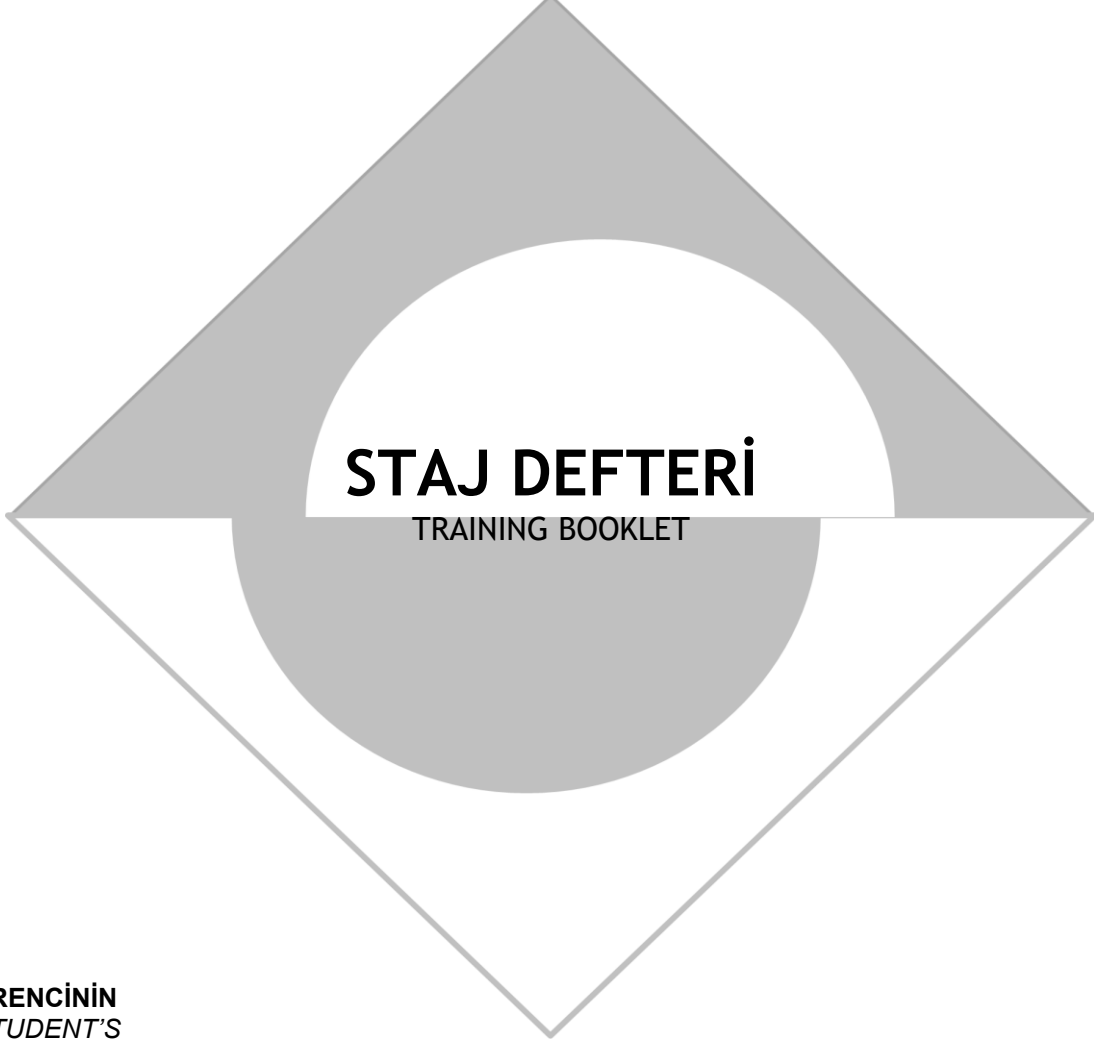


# BOĞAZİÇİ ÜNİVERSİTESİ



ÖĞRENCİNİN  
STUDENT'S

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SOYADI, ADI : .....  
SURNAME, NAME

BÖLÜMÜ : Computer Engineering  
DEPARTMENT

ÖĞRENİM YILI : .....  
TRAINING YEAR

ÖĞRENCİ NUMARASI : .....  
STUDENT ID

E-POSTA ADRESİ : .....  
E-MAIL ADDRESS

TELEFON NUMARASI : .....  
PHONE NUMBER

**Resim**  
*Picture*

**Bölümü** : .....  
*Department*

**Yaz Okulu Durumu** (Gidildiyse alınan derslerin kodları) : .....  
*Summer School Status (If registered, course/section codes of the courses taken)*

[illegible]

..... tarihinden ..... tarihine kadar bir haftalık çalışma  
From ..... to ..... weekly service

| GÜN<br>DAYS           | YAPILAN İŞLER<br>WORK ACCOMPLISHED | ÇALIŞILAN SAAT<br>WORKING HOURS |
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| Pazartesi<br>Monday   |                                    |                                 |
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| Salı<br>Tuesday       |                                    |                                 |
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| Cumartesi<br>Saturday |                                    |                                 |
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# GENERAL REPORT

Fill each section below as instructed. Delete the instructions before you submit this report. Also delete these three sentences.

## **1. Description of the company/institution**

(LENGTH: 1 PAGE)

This section should answer the following questions:

What is the full title of the company/institution? Give a brief history of the company, full mailing address and relevant web links.

What is the sector that the company/institution operates in? Specify the products and services produced and offered to its customers.

## **2. Internship activities**

(MAXIMUM LENGTH: 16 PAGES, MINIMUM LENGTH: 6 PAGES)

This is the main body of your report. You should present the activities performed during the internship period.

Think about the activities you have performed during training, e.g. analysis, coding, testing, learning how to use software tools, attending meetings, presenting etc. For each of those activities give details of your work. Do not organize this part as a diary. Instead include subsections for different projects, activities etc.

In the report you must explain "WHAT YOU HAVE DONE". Do NOT summarize a manual or a book for your training booklet. Do not try to write a tutorial of what you have learned.

## **3. An assessment of the internship**

(LENGTH: 1 PAGE)

In this section you should answer the following questions:

What skills and qualifications do you think that you have gained from the internship?

What kind of responsibilities have you undertaken during the internship period?

How do you think the internship will influence your future career plans?

How do you think the internship activities that you carried out are correlated with your classroom knowledge?

#### **4. Conclusions of the report**

(MAXIMUM LENGTH: 2 PAGES, MINIMUM LENGTH: 1 PAGE)

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.

#### **5. Appendices and supplementary material**

(charts, graphs, pictures, computer codes, etc.)

If you are unable to share the code due to company policies, you must explicitly state this here.

#### **6. Reference**

(references to articles, repositories, web resources, etc.)

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#### **General Report Rules**

- The General Report part must be a maximum of 20 pages (appendices not included), written with Times New Roman 12 pt font, 1.5 line spacing.
- The report should be written in English.
- Included pictures/charts must be at most as big as half of a page.
- Source codes/sample outputs/screenshots must be included in the appendices.
- The content of the report must not include copy/paste material.
- Delete these rules, the “General Report Rules” title and the line above it before you submit this report.