

SUMMER PRACTICE REPORT WRITING RULES

The Summer Practice Report to be prepared by the internship student must be suitable with following writing rules:

1. Reports should be written on only one side of the paper using a computer. Times New Roman (12) or Arial (12) font should be used in the report. Maximum 12 and at least 8 points can be used while writing the table contents. Font sizes other than these values should not be used. There should be a one-stroke break after the comma and the period. There should be a 4.0 cm margin on the top and left margins of each page, and 2.5 cm margins on the lower and right sides. To center the text part of the page after binding; texts should be centered according to the spelling block. In report writing, all lines should start from the end of the left margin and the text should be written on both sides. The beginning of the paragraph should not start from the inside. 1 space spacing should be used in the text. Single-line spacing should be used in the descriptions of figures and tables, citations, footnotes, and the reference list. 1 space spacing should be used between section headings and subsection headings and the first paragraph that follows them. There should be 1-line spacing between the two paragraphs. Chapters should always be written on a new page.
2. The title of each section will be written in capital letters and aligned to the left. Subheadings will be written underlined in lowercase letters, with each word starting with a capital letter. **The first page of each section will be signed by the company supervisor and sealed with the official seal of the organization.**
3. The drawings and diagrams to be given in the appendix of the report shall be in accordance with the Technical Drawing rules.
4. Except for the cover page, the page numbers will be given to the other pages, centered at the bottom of the page.
5. The references used in the writing of the report should be stated in parentheses where they are given in the text, for example by numbering in the form [1], and should be written in this order. Single line spacing should be used in the writing of the "Used References" list to be given at the end of the report, and a line spacing should be left when moving from one reference to another.
6. The page numbers of the Figures, Tables and Pictures in the report should be given as a list after the "Contents" section of the report.
7. A copy of the report will be saved on CD as Word and PDF documents. The technical drawing files used in the report should also be included in this CD. The files will be uncompressed and unencrypted. Turkish characters will not be used while naming the files. Because this can cause problems on different computers. When naming the files, the name of the summer practice company will be added to the end of the student's name and surname. Example: *oguz_turgut_tupras.pdf*
8. The Summer Practice Report, prepared in accordance with its format, is bound using the "Report Cover" prepared by the Faculty. Spiral is not used in binding.

9. The report will consist of the following sections:
 - a. Summer Practice Report cover page (see Appendix 1),
 - b. Note page (see Appendix 2),
 - c. **CONTENTS page**. The titles of the sections in the summer practice report and the numbers of the pages they are on at the end of the same line will be given on this page.
 - d. List showing the page numbers of Figures and Tables,
 - e. **INTRODUCTION section**. In this section, a brief information will be given about the subject and purpose of the summer practice, and also information about the institution where the summer practice is done. This information will include the name and address of the Organization, its history, fields of activity, products, capacity, organization (organization chart will be given in the appendix of the report), the number of engineers and other technical staff, the university they graduated from, their graduation years and their duties.
 - f. **WORKS DONE IN THE SUMMER PRACTICE section**. In this section, the studies on the subjects shown in the summer practice directive will be explained in detail. Data, tables, technical drawings and diagrams related to the studies will be numbered and presented in the ANNEXES section.
 - g. **CONCLUSION section**. In this section, a summary evaluation of the work done with the knowledge and skills acquired during the summer practice will be made. The business will be examined technically and appropriate recommendations will be made.
 - h. **APPENDIX section**. Additional data, tables, figures, graphics, technical drawings, photographs, brochures, etc. specified in the report in this section. documents and tables showing the days of summer practice and the work done as a title