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**EE 399 – SUMMER PRACTICE I**

**Summer practıce REPORT**

TED University   
Department of Electrical and Electronics Engineering

**Student Name:** (The name of the student)

**Company Name:** (The name of the company where the internship was held)

**Supervisor:** (Academic title and name of the supervisor)

**Submission Date:**

FALL 2022-2023

# TABLE OF CONTENTS

[TABLE OF CONTENTS ii](#_Toc115013804)

[LIST OF FIGURES iii](#_Toc115013805)

[LIST OF TABLES iv](#_Toc115013806)

[1. COMPANY INFORMATION 1](#_Toc115013807)

[2. INTRODUCTION 1](#_Toc115013808)

[3. WORK DONE 1](#_Toc115013809)

[4. CONCLUSION 3](#_Toc115013810)

[REFERENCES 3](#_Toc115013811)

[APPENDIX (optional) 4](#_Toc115013812)

# LIST OF FIGURES

[Figure 1 – Sustainable Development Goals 2](#_Toc115013759)

# LIST OF TABLES

[Table 1 - Example Table 2](#_Toc115013756)

# COMPANY INFORMATION

This report template aims to help the students prepare their *summer internship report* for the EE 399 – Summer Practice I course. The students are required to follow the exact formatting of page setup, page, section, and subsection numbering, referencing, tables, and figures as given in this template. The grading of this report will be both over style and content. This report must be submitted by the **by the end of the 14th week** via [Moodle](https://lms.tedu.edu.tr/) as a PDF file. The PDF file should be named in the format as follows:

EE399\_SectionCode\_Semester\_SPR\_[Initial(s) of student name(s)].[Student surname(s)]\_[YYMMDD].PDF

***Example:***

**EE399\_01\_F2324\_SPR\_A.CALISKAN\_231015.PDF *(fall semesters)***

**EE399\_01\_S2324\_SPR\_A.CALISKAN\_231015.PDF *(spring semesters)***

In this section, the following information should be covered:

* Company name, location.
* Focus area, mission, and a brief history of the company.
* Production systems.
* Products offered by the company.
* Production tools and processes:
  + - Design,
    - Development,
    - Manufacturing,
    - Testing.
  + Company organization chart and the place of the interned group in this organization.
  + The number and the duties of electrical and electronics engineers in the organization, especially in the interned project group.
  + The name, address, telephone number, email address, and information about the mentoring engineer of the student (including the name of the university and department from which s/he graduated, and the year of graduation), as well as the list of names of the team members in an interned project group, their backgrounds, and duties.

# INTRODUCTION

The scope and goals of the summer practice should be summarized in this section. A summary of the work done, the motivation behind it, and the significance of the work done in the overall project should be included in this section.

# WORK DONE

This is the most important part of the report. The number of sub-sections in this part, their titles, and their contents depend on the work done and the information to be given. The content of the online notebook is also evaluated in this part.

* All observations and activities performed in the company should be explained with attention to engineering detail, keeping in mind the expectations outlined in the General Guidelines available at <https://ee.tedu.edu.tr/en/summer-internship>. The completed workshop/design tasks and other technical contributions should be described in chronological order, using a flowchart of the weekly work program.
* Charts, tables, and figures should be appended and explained, when applicable. For example, Figure 1 shows the sustainable development goals, while Table 1 shows the price of apples and bananas. Tables, figures, and pictures should be inserted on the relevant pages in the report. Pictures and other material taken from other sources should be properly referenced (e.g., [1], [2], [3], ...)
* Theoretical textbook information should not be simply rewritten in the report. However, it is highly encouraged to briefly relate theory to the contributed engineering activities for clarification, in the context of the internship experience.
* All technical resources used should be referenced (keeping in mind Wikipedia is not a valid technical reference).



Figure 1 – Sustainable Development Goals

Table 1 - Example Table

|  |  |
| --- | --- |
| **Product** | **Price (TL)** |
| Apple | 100 |
| Banana | 200 |

# CONCLUSION

Data and skills obtained during the summer practice should be summarized and analyzed. The company should be assessed in terms of technical work, and appropriate recommendations should be provided. In addition, the following sections should be included in the Conclusion part:

* A section in which you explain in detail what knowledge and skills learned in school you were able to apply to real-world problems during your summer practice, and specifically where and how the knowledge or skills were useful.
* A section in which you explain in detail which professional issues and work-related ethical issues you saw or became aware of during your summer practice, and how the issue was handled or managed at your company.
* A section in which you explain specifically what you learned or understood about the economic, environmental, societal, and global impact of the engineering solutions in the projects developed at your company. You should also write in general about the contemporary issues that are related to electrical and electronics engineering, as you understand them from, and related to, your summer practice.
* A section in which you explain the self-learning that you did during your summer practice. You should mention any sources that you located and how you found them (this would include websites, books, journals, experts, etc.), and what part of your summer practice task you needed them for. Also, mention any that you made regular use of, and any that you are continuing to use.
* A section in which you explain in detail any new tools or technologies that you encountered and used during your summer practice, how you learned to use them, and what level of proficiency you came to by the end of your summer practice.

# REFERENCES

When a reference, such as a book [1-2], handbook [3], report [4], journal [5], conference paper [6], or any other document is cited in the text, it should be properly listed in the References section. Use the [IEEE Citation Reference](https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf) format.)

|  |  |
| --- | --- |
| [1] | J. K. Author, “Title of chapter in the book,” in *Title of His Published Book, x*th ed. City of Publisher, Country if not USA: Abbrev. of Publisher, year, ch. *x*, sec. *x*, pp. *xx–xx.* |
| [2] | B. Klaus and P. Horn, *Robot Vision.* Cambridge, MA: MIT Press, 1986. |
| [3] | *Motorola Semiconductor Data Manual*, Motorola Semiconductor Products Inc., Phoenix, AZ, 1989. |
| [4] | J. H. Davis and J. R. Cogdell, “Calibration program for the 16-foot antenna,” Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987. |
| [5] | R. E. Kalman, “New results in linear filtering and prediction theory,” *J. Basic Eng.*, ser. D, vol. 83, pp. 95-108, Mar. 1961. |
| [6] | C. Berrou, A. Glavieux, and P. Thitimajshima, “Near Shannon limit error-correcting coding and decoding: Turbo-codes. 1,” in *Proc. Int. Conf. Commun.*, Geneva, Switzerland, May 1993, pp. 1064–1070. |
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# APPENDIX (optional)

Other supportive data, pictures, and tables can be attached to this section with proper reference and explanation in the body of the report. If something is not related to the submitted report content or the personal experience of the intern, it should not be included.