**İZMİR INSTITUTE OF TECHNOLOGY**

**FACULTY OF ENGINEERING**

**DEPARTMENT OF ENVIRONMENTAL ENGINEERING**

**SUMMER PRACTICE REPORT FORMAT**

The report should

* comply with the summer practice program principles.
* be in English and written with a computer.
* be at least 30 pages in accordance with the report format (Main headings are centered and written in capital boldface. Subtitles should be written in small letters and boldface. The report should be written with Times New Roman and 12 font, with 1.5 space. Drawing should conform to acceptable engineering standards).

Each report should contain the following sections.

**COVER PAGE:** Should have course name, company name, student name & ID, and year of the internship.

**TABLE OF CONTENTS:** Should have the corresponding page numbers.

**LIST OF FIGURES:** Should have the corresponding page number of figures if you have figures in the report (Pictures of plants and/or units, visuals or mapping, etc.).

**LIST OF TABLES:** Should have the corresponding page number of tables if you have tables in the report (Experimental data, etc.).

**INTRODUCTION:** This chapter should include the following information.

* Company name
* Company location
* The organizational structure of the company
* Number and duties of engineers employed
* The main area of business
* Vision and the mission of the company
* A brief history of the company

**POSITION AND RESPONSIBILITIES:** Give a description of your position and responsibilities in the company.

**BACKGROUND INFORMATION:** Give literature information about stated works with references in detail.

**RESULTS AND DISCUSSION:** This section will be the main body of your report. In this section,

* A detailed description of everything that has been done and observed during summer practice should be given with close consideration to the program outlined by the related internship course.
* Feel free to open subtitles under this section to identify your work in a more organized way.
* This section will be an overview of the internship experience.
* The obtained findings will be compared to literature information.
* Describe the specific things you learned and the skills you developed.
* Relate these skills to your educational experiences.

**CONCLUSION:** In this section, the data obtained and the experience gained during the summer practice should be assessed, recommendations should be made.