TED UNIVERSITY

DEPARTMENT OF MECHANICAL ENGINEERING

ME X99 SUMMER PRACTICE X REPORT

--Name SURNAME--

--Student Number--

--Signature--

DD.MM.20YY

--Company Full Title--

--City--

--Stamp & Signature--

TABLE OF CONTENTS

- Should include all sections and sub-sections with page numbers.

1. DESCRIPTION OF THE COMPANY

- Full title and location
- Brief history
- Core business
- Departments
- Products
- Major tools and equipment used for design, development, manufacturing and testing

2. TIMETABLE

- A single page with work/project summary on a daily basis.

3. WORK UNDERTAKEN

- A detailed description of everything that has been done and observed during summer practice.
- Follow a top-down approach in describing your work. For example:
  - Which Department?
    - Which Project / Product?
      - Which Task(s) / Part(s)?
        - What is done?
          - How its done?
            - Processes
            - Machines
            - Software Tools
            - Standards
            - Tests
            - etc.
- The necessary data, tables and diagrams should be numbered and placed in the APPENDICES with proper citations in the text.

REFERENCES

- All references given in this section should be cited within the main text. Use the TUBİTAK style for your references (http://www.tubitak.gov.tr/tr/duyuru/bibliyografik-verilerin-duzenlenmesi)

APPENDICES

- All relevant data, tables, drawings should be given in this section
- Drawings should conform to acceptable engineering standards.
- There is no page limit

SOME USEFUL HINTS FOR PROJECT REPORT

- The report should be 20 to 30 pages excluding the cover pages and appendices.
- Use this document as the template and follow this format. Use the Normal (Arial 11 pt 1.5 spacing) style for the body text. Heading 1, Heading 2 and Heading 3 for the headings.
- Do not use first person pronouns (I, We) in your sentences in the text.
- All of the figures and tables in the text should be numbered and cited within main text. Figure and table captions should not be avoided.
- Engineering drawings should be numbered in a systematic manner.
- Each chapter should start on a new page. The titles and subtitles should be clearly differentiated. Each chapter and its sections must also be numbered.