



Summer Practice Report Format

Summer practice reports should include the following sections.

Cover Page (1 page)

The course title (AEE300 Summer Practice II or AEE400 Summer Practice III), the name of the student, the name and address of the company summer practice is conducted, the dates of the summer practice are placed on the cover page.

Table of Contents (1 page)

Chapter/section titles with page numbers are listed.

Introduction (at most 1 page)

The company where the summer practice is conducted and the activities performed in the summer practice are introduced briefly in one paragraph.

The following chapters expand upon the introduced details.

Company (at most 2 pages)

This section should contain the following up to date information about the company;

- Description (name, location, website address)
- Brief history
- Main areas of business
- Organizational structure
- Facilities
- Employee profile (personnel distribution with respect to areas of business and education level)

Summer Practice Activities (at most 5 pages)

The activities performed within the scope of the summer practice are described in detail by explaining your experiences with your own words. This section should contain proper sub-sections. The sub-sections may be organized in one of the following two formats:

- Departmental activities: Activities performed in specific departments such as manufacturing, design, maintenance etc., are reported in detail.
- Weekly or daily activities: Activities performed may be grouped and reported in a weekly or daily basis.

Main output of your work (e.g., computer code you wrote, analysis and design you performed, etc.) should be presented (in terms of figures, tables, pictures, graphs, etc.) in this chapter and all other supplementary materials exceeding the page limit may be included in the appendix.

Conclusions (1 page)

Conclusions drawn from the summer practice, personal benefits and recommendations are stated.

Appendix

Detailed output of your work exceeding the page limit should be presented here.