

 *KOÇ UNIVERSITY*

##  College of Engineering

**DEPARTMENT OF MECHANICAL ENGINEERING**

### <Course code (e.g. MECH 291)>

### SUMMER PRACTICE REPORT

<Your Name Here>

Internship Company and Department:

<Company / Department Name>

Starting Date / End Date

### KOÇ UNIVERSITY

### COLLEGE OF ENGINEERING

### MECHANICAL ENGINEERING DEPARTMENT

### MECH 291/391 SUMMER PRACTICES I and II

1. The “Summer Practice Report” should have four major parts: description of company, work/project summary, project description, and appendices as explained below. The report should be 20 to 30 pages excluding the cover pages and appendices. The report must be written in English and typed 1.5 spaced with 12 pt fonts. All pages must be given page numbers. All figures, pictures, sketches, tables etc. must be also numbered appropriately. Appendices are optional and there is no page limit for them.
	1. The first part of the report should describe the company (including the full title of the company, a brief history of the company, core business, departments, products, and major tools and equipment used for design, development, manufacturing, and testing.)
	2. The second part should describe the projects undertaken by the student during the practice. This part of the report should include
		1. Description of the department where the work is performed
		2. List of typical products
		3. Description of products and where they are used
		4. Manufacturing processes and machines used for at least 3 typical products
		5. Technical details for these typical products:
			* technical drawing (to be put into appendix)
			* dimensions and tolerances
			* materials used and their properties
			* what processes and machines to be used
			* assembly (where to be assembled)
			* production schedule and production flow chart
			* quality control methods and testing procedures.

The student should also document brief descriptions and working principles of the machines, quality control instruments and measuring tools that they work on.

* 1. The third part is optional and includes appendices.
1. References should be included at the end of your report and they should be cited properly in the text.

#### SUMMER PRACTICE REPORT

**Student Name:**

**Starting Date:**

**Completion Date:**

**Total Working Days:**

**Summer Practice #:**

**Company :**

**Department :**

**Address :**

**Contact Person (Name, Department, Phone, Fax, etc.):**

**1.** **INTRODUCTION**

**2.** **<TITLE OF PROJECT >**

**2.1.** **Background of the problem and project.**

**2.2 Team**

**3.** **<MY SECOND PROJECT, IF ANY>**

**4.** **SUMMARY AND CONCLUDING REMARKS**

**5.** **REFERENCES**

**APPENDIXES**

# Introduction

(make an introduction about your internship and briefly describe what’s discussed in different parts of the report)

# Company Description

Describe the company and the department you worked in. History, products and services offered by the company etc. Not to exceed 5 pages. You can copy/paste general information about the company here provided that you include the references.

# <Title of project >

## Background of the problem and project.

##  Team (You are expected to present a detailed description of the team, specifying interdisciplinary and multidisciplinary aspects. Also, if any, specify the disciplines of team members and the multidisciplinary aspect of the work carried out for multidisciplinary teamwork.)

The remaining of the report should be in your own words. (If you have any figure, table or similar material, don’t forget to include the reference(s) properly).

Description of the project performed by the student during the practice (including scope, methods, and tools used). Make different subsections for different projects undertaken during the internship.

Describe results of the project.

# <My Second Project, if any>

# Summary and Concluding Remarks

(summarize the results in the projects undertaken during the internship outlining the parts you completed and contributed. Also include your personal views about the company, people, and the work environment. Describe what you learnt during this practice.)

# References

# Appendixes

(including relevant printed material such as catalogues, product specifications and papers).