

*KOÇ UNIVERSITY*

*College of Engineering*

**DEPARTMENT OF …… ENGINEERING**

### Course code (e.g. MECH 291/391) SUMMER PRACTICE

#### SUMMER PRACTICE Work/Project Summary

*Record your daily activities in the Work/Project Summary tables as shown below. Include the tasks accomplished and hours spent for the task during the practice and get each page signed by your supervisor.*

**Student Name:**

**Starting Date:**

**Completion Date:**

**Total Working Days (full-time equivalent):**

**Summer Practice # (291 or 391):**

**Company :**

**Department :**

**Address :**

**Supervisor (Name, Department, Phone, Fax, E-mail, etc.):**

**Signature of Supervisor:**

|  |  |  |
| --- | --- | --- |
| Work  Day | Date | Work / Project Description |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |

**WORK / PROJECT SUMMARY**

Student’s Name:

Student’s Signature: Date:

Supervisor’s Name:

Supervisor’s Signature: Date:

**WORK / PROJECT SUMMARY (Continued)**

|  |  |  |
| --- | --- | --- |
| Work  Day | Date | Work / Project Description |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |
| 18 |  |  |
| 19 |  |  |
| 20 |  |  |
| 21[[1]](#footnote-1)∗ |  |  |
| 22 |  |  |
| 23 |  |  |
| 24 |  |  |

Student’s Name:

Student’s Signature: Date:

Supervisor’s Name:

Supervisor’s Signature: Date:

1. ∗ Internships after 20 full-time work days are optional, but 20 days of full-time equivalent work is required. [↑](#footnote-ref-1)