BAHÇEŞEHİR UNIVERSITY

Faculty of Engineering and Natural Sciences

Department of Artificial Intelligence Engineering

Training Report

Name, Surname:
Student Number:

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**Bahçeşehir University
Training Report**

Weekly Schedules

1ˢᵗ Week

Date	Tasks Accomplished
../../..	*<Briefly explain what is done on this day in 1-2 sentences in these fields. Details MUST be written in the Daily Activities format as seen below.>*
../../..	
../../..	
../../..	
../../..	

	Executive Officer

2nd Week

Date	Tasks Accomplished
../../..	
../../..	
../../..	
../../..	
../../..	
	Executive Officer

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Training Report

Weekly Schedules

3rd Week

Date	Tasks Accomplished
../../..	
../../..	
../../..	
../../..	
../../..	
	Executive Officer

4th Week

Date	Tasks Accomplished
../../..	

Date	
../../..	
../../..	
../../..	
../../..	
	Executive Officer

Bahçeşehir University
Training Report

Weekly Schedules

5ᵗʰ Week

Date	Tasks Accomplished
../../..	
../../..	
../../..	
../../..	
../../..	
	Executive Officer

6ᵗʰWeek

Date	Tasks Accomplished
../../..	
../../..	
../../..	
../../..	
../../..	

Bahçeşehir University
Training Report

ABSTRACT

Give a short summary of your summer training about 200 words.

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INTRODUCTION

Give a short summary of your summer training and contents of the rest of the report.
(company information and the work done) (at least 200 words).

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Training Report**

ABOUT THE COMPANY

Describe the main operation of the firm. Add pictures, flow charts, process maps, etc.

You should give the following information:
i) The company's name, place and production area
ii) The company's organizational structure
iii) The number and job descriptions of the company employees
iv) The products and the production methods of the company

(at least 200 words)

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Training Report**

PRACTICAL TRAINING

This part includes the work done during the training and is the most important part of the report. The work done during training should be described in detail.

Use several sub-section, and maybe extra sections if needed. You should list

i) A detailed flow graph of activities

ii) The research and development activities that you contributed to

iii) Maintenance and/or installation activities you contributed to

iv) Any additional information that you would like to give.

(at least 300 words)

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CONCLUSION

In this part you evaluate your training and summarize the experience gained. You may discuss the production, the efficiency, the work environment, and the technical management in the company (at least 250 words).

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Training Report**

REFERENCES

List the sources (books, company documents, web pages, etc.) you have used in preparing this report.
1.
2.
…

Daily Activities

Date .. / .. /..	Department
*<Fill **AT LEAST** one (1) such page for each day of internship>* How to write daily activity page? - Any pages that violate any rules below will be **REJECTED**. Note that for graduation you need **AT LEAST** 30 days long internship report - The font and font size must be Times New Roman 12 with line spacing 1.0 - Each page **MUST** be filled **AT LEAST** 3/4 of the page.	

- You can use images, tables in addition to text.
- All images and tables must have captions and must be referred to within the text.
- All images and tables **MUST** be readable in %100 page size.
- You can use code pieces in the report however make sure that the company allows this (It might be company's private information).
- Usage of references are accepted but not necessary.

- National and Religious holidays and sick leaves do **NOT** count as internships. If you got sick during the internship talk with your company responsible and extend your internship accordingly.
- Give technical details in your report. You can give detailed explanations as much as you want. If you fail to do something, also refer to your failures and elaborate on them. Note that failure is a natural part of the learning process.
- You can write down non-technical comments such as "Today I got my laptop…", "Today we celebrate my teammate's birthday…", "This is my last day …" but still you need technical parts in that day's report. If one day's report only mentions such non-technical issues that page is not accepted.
- If you participate to a company training, write down the details explained in the training program. **DO NOT** put presentation room photos.

Inspected by

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Faculty of Engineering and Natural Sciences
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Training Report

Name	
Surname	
ID No	

Department of Artificial Intelligence Engineering
Examination Committee

Member 1   **Member 2**   **Member 3**

Training Report is;

Accepted   **Not Accepted**