İZMİR INSTITUTE OF TECHNOLOGY
Faculty of Engineering
Gulbahce Urla Izmir Turkey
Tel: +90 232 750 6500 Fax: +90 232 750 6505

REPORT TO

İZMİR INSTITUTE OF TECHNOLOGY
DEPARTMENT OF COMPUTER ENGINEERING

FOR

CENG400 SUMMER PRACTICE

IN

COMPANY/INSTITUTE NAME

SUBMITTED BY: Student Name and Surname, ID

Fall, 2025

İZMİR INSTITUTE OF TECHNOLOGY
Faculty of Engineering
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STAJ DEĞERLENDİRME FORMU
Summer Practice Evaluation Form

Öğrencinin
Onaylı Fotoğrafı
Certificated
Photography of
the Student

Öğrencinin Adı-Soyadı
(Student' s Name and Surname)   :..

Sınıf ve No
(Year and Student Number)   :..

Kurumun Adı ve Adresi
(Name and Address of the Company)   :..

Staj Başlayış ve Bitiş Tarihleri
(Starting and Ending Dates of Practice)   :..

Raporun Sunulduğu Tarih
(Report Date)   :..

Öğrencinin İmzası
(Student' s Signature)   :..

Raporu İnceleyen Öğretim Üyesi
(Faculty Member Grading the Report)   :..

Verilen Not   : Başarılı / Başarısız
(Grade   : S / U)   :..

Tarih
(Date)   :..

İmza
(Signature)   :..

Bu form staj raporuna eklenecektir. / This form needs to be returned with the Summer Practice Report.

YAZ STAJI KURALLARI

1- İYTE Mühendislik Fakültesine bağlı Mühendislik Bölümlerinin öğrencileri Mühendislik (B.S.) derecesine hak kazanabilmeleri için gerekli ders ve laboratuvar çalışmalarını tamamlamaları yanında Endüstrideki kuruluşlarda yaz stajı da yapmak zorundadır.

2- Stajların yapılacağı yıllar, süreleri, hangi konuları kapsayacağı, her konunun ne sürede olacağı ne tür işyerlerinde yapılacağı bölümlerce saptanır.

3- Her bölümün en az bir öğretim üyesini içeren bir "Staj Komitesi" vardır. Bu Komite bölümle ilgili işlerini Bölüm Başkanlığına karşı sorumlu olarak yürütür. Komitenin üyeleri Bölüm Başkanlığınca seçilir.

4- Mühendislik Fakültesinin, gerektiğinde toplanan bir "Fakülte Staj Komitesi" vardır. Bu komite yaz stajı olan her bölümden birer temsilcinin katılmasıyla oluşur. Dekan Başkanlığında toplanır ve staj uygulamalarının bölümlerce ortak kurallara göre yürütülmesini sağlar.

5- Öğrenciler staj yapacakları yer ile ilgili bilgileri, staja başlamadan önce Bölüm Staj Komitesine sunmaları ve komitenin onayını almaları gerekir.

6- Staja başlayacak her öğrenci bir "Staj Rehberi" edinir. Bu rehbere Teams CENG400 kanalı üzerinden erişilebilir ve içinde staj ile ilgili bilgilerle gerekli formlar verilmiştir. Öğrenci, staj süresinde, programa göre yürüttüğü çalışmalarını günü gününe not eder ve bunlardan staj raporunu "Yaz Stajı Raporu Formatı"na göre hazırlarken yararlanır. Öğrenci, staj raporunu stajı takip eden dönemde add/drop' un sonuna kadar Staj Komisyon Başkanı'na sunar. Bu tarihe kadar raporlarını vermeyen öğrencilerin stajları yapılmamış sayılır. Bölümler bu rapor dışında stajları ile ilgili başka bilgileri kapsayan belgeleri de isteyebilir. Stajını başarı ile tamamlayan öğrencilerin staj raporlarını öğrencilere geri verip vermeme bölüm kurallarının kararına bağlıdır.

Stajını tamamlayan öğrenci takip eden ilk yarıyılda ilgili staj dersine kayıt olmak zorundadır.

7- Raporunu istenen formata uygun olarak yazmayan öğrenciden, Bölüm Staj Komisyonu tarafından stajın kurallarına uygun olarak yapıldığı saptanır ise, raporun iki hafta içinde, istenilen formata uygun duruma getirmesi istenir. İstenilen raporu bu süre içinde getirmeyen veya raporları red edilen öğrenciler stajlarını tekrarlamak zorundadır.

8- Her öğrenci staja başlarken, firma anketini işyerine vermek zorundadır. Staj sonunda staj raporu ve firma anketi, işyerince, Bölüm Staj Komitesine eposta (ceng400.iyte@gmail.com) olarak yollanır. Bunu sağlamak öğrencinin sorumluluğundadır.

9- Başarı belgesinde değerlendirmede öğrencinin staj yaptığı Bölümlerden almış olduğu başarı notlarının ortalaması en az "C" olmalıdır. Başarı notu ortalaması "C"nin altında veya herhangi bir bölümde devam durumu "F" olan öğrencinin bu stajı yeniden yapması zorunludur.

10- Staj belgeleri incelendikten sonra verilen staj notları ilgili bölümlerce Öğrenci İşleri Dairesi Başkanlığına gönderilerek öğrencilerin dosyalarına işlenir.

SUMMER PRACTICE REGULATIONS

1- Student of Faculty of Engineering of IZTECH are required to participate in an industrial summer practice program in addition to the fullfillment of course and laboratory studies as required by the B.S. degree curriculum.

2- Departments of the Faculty of Engineering specify the following regarding the summer practice: the year of practice, duration topics to be covered, time to be spent on each topic, type of companies acceptable for summer practice.

3- Each department has a "Summer Practice Committee" including at least one member of the teaching staff. This commitee administers the department's summer practice affairs and reports to the department chairperson. Members of the committee are appointed by the department chairperson.

4- The Faculty of Engineering has a Faculty of engineering Summer Practice Committee meets when necessary. This Committee is composed of one advisor from every department which has a summer practice program. The committee meets under the chairmanship of the Dean to ensure that summer practice procedures are performed according to the rules common to all department of the Faculty.

5- Students must submit satisfactory information about the prospective workplace to the Department Summer Practice Committee and should obtain an approval before starting the Summer Practice.

6- Each summer practice candidate should obtain a "Summer Practice Guide". This guide gives general information on summer practice and contains the necessary paperwork. Students should daily record all the work they perform according to the department summer practice program during the practice. These notes are later copied to the Report Book in accordance with the "Summer Practice Report Format". The student submits the report to their department committee until the end of add/drop period of the semester following the summer practice. Students who do not submit theis reports at the end of the assigned period are considered not to have fullfilled the summer practice. In addition to this report, the departments may ask for documents covering additional information on the work accomplished. Departments are free to return or not to return successful reports to students.

The students who completed summer practice must register for the related summer practice course at the semester following the summer practice.

7- If a report does not confirm with the standards give by the "Summer Practice Report Format" and if the advisor determines the summer practice is perfumed in accordance with the rules the students will be asked to modify the report within two weeks. If the students do not hand in the updated report within this period or if the report is rejected the summer practice must be repeated by the students.

8- Every student must deliver the summer practice performance report, marked "CONFIDENTAL" in this guide, to the employer at the start of the summer practice. At the end of the practice, one copy of these reports is sent directly to the departmental committee by registered mail. This is the students responsibility to ensure that the report is mailed by the employer. The second copy is retained in the employer's files.

9- In the evaluation of summer practice performance reports, the average of performance grade should be "C" (at least) for each department. A student who receives an average of less than "C" on his/her performance report or who receives an "F" in attendance grade, is required to repeat the summer practice.

SUMMER PRACTICE REPORT FORMAT

The report should

1. comply with the summer practice program principles.
2. be in English and written with computer.
3. be 20 to 30 pages

   Font: Times New Roman

   Font Size: 14 points (heading), 12 points (subtitle and body)

   Line space: 1.8 pt (heading), 1.4 pt (subtitle), 1.15 pt (body)

   Align: centered (heading), left (subtitle and body)

   You can find styles created in the style menu starting by "IZTECH" keyword.

   Drawing should conform to acceptable engineering standards.
   There is no page limit for Appendix.

4. This report should be approved at the end of summer practice period with evaluation form by your supervisor engineer of the company, who is responsible of your studies in the firm summer practice time period. Each report should contain the following sections.
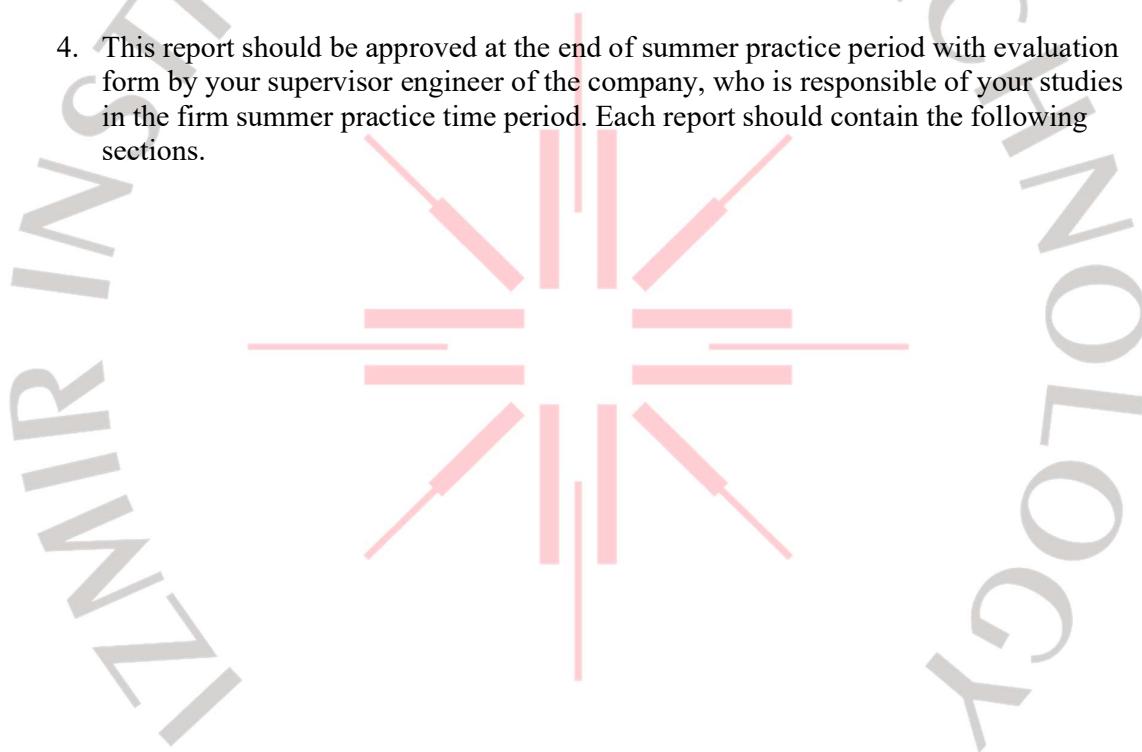
**TABLE** OF **CONTENTS**
Should have the corresponding page numbers.
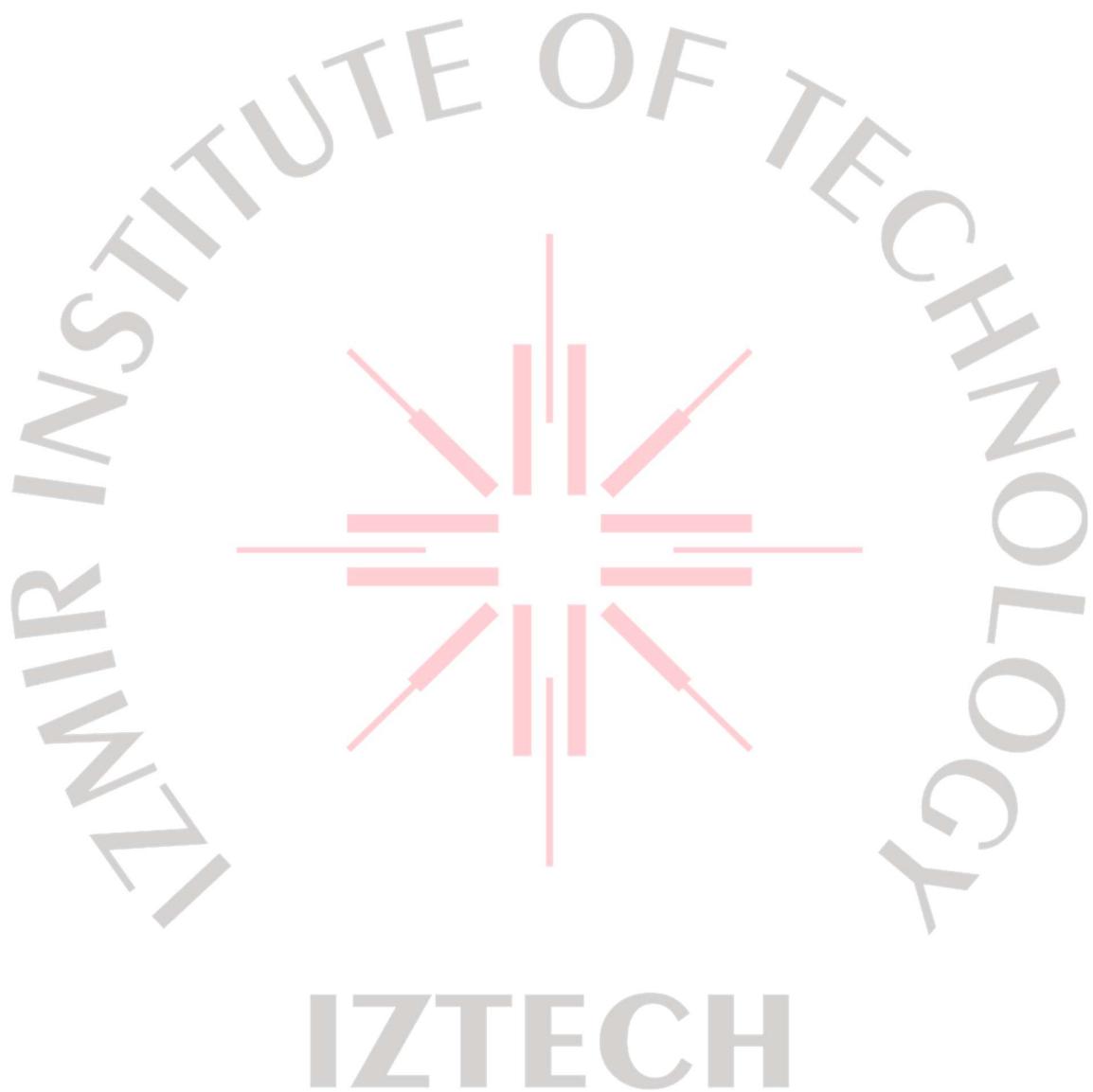
LIST OF FIGURES

Should have the corresponding page number of figures if you have figures in the report.
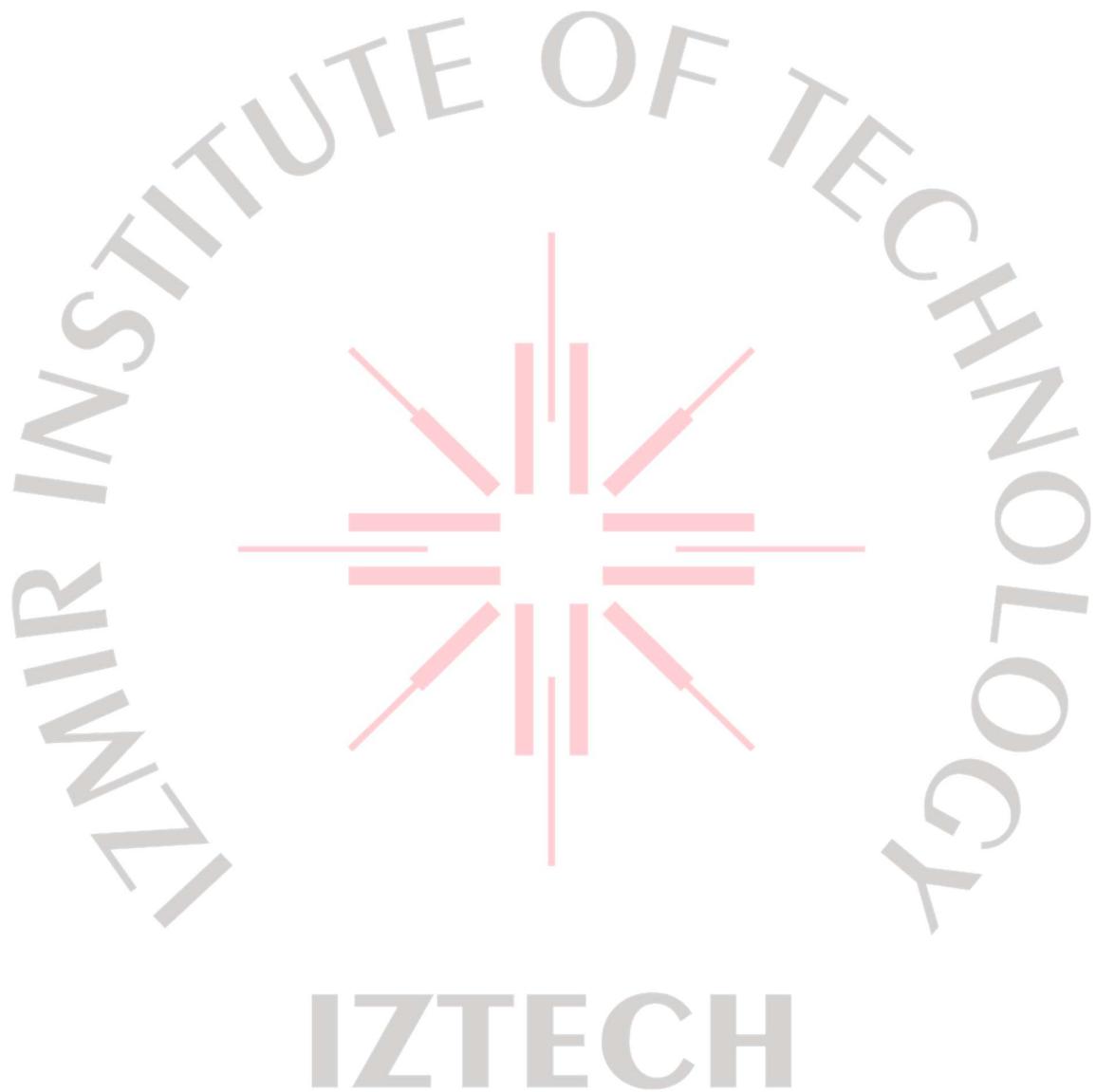
LIST OF TABLES
Should have the corresponding page number of tables if you have tables in the report.
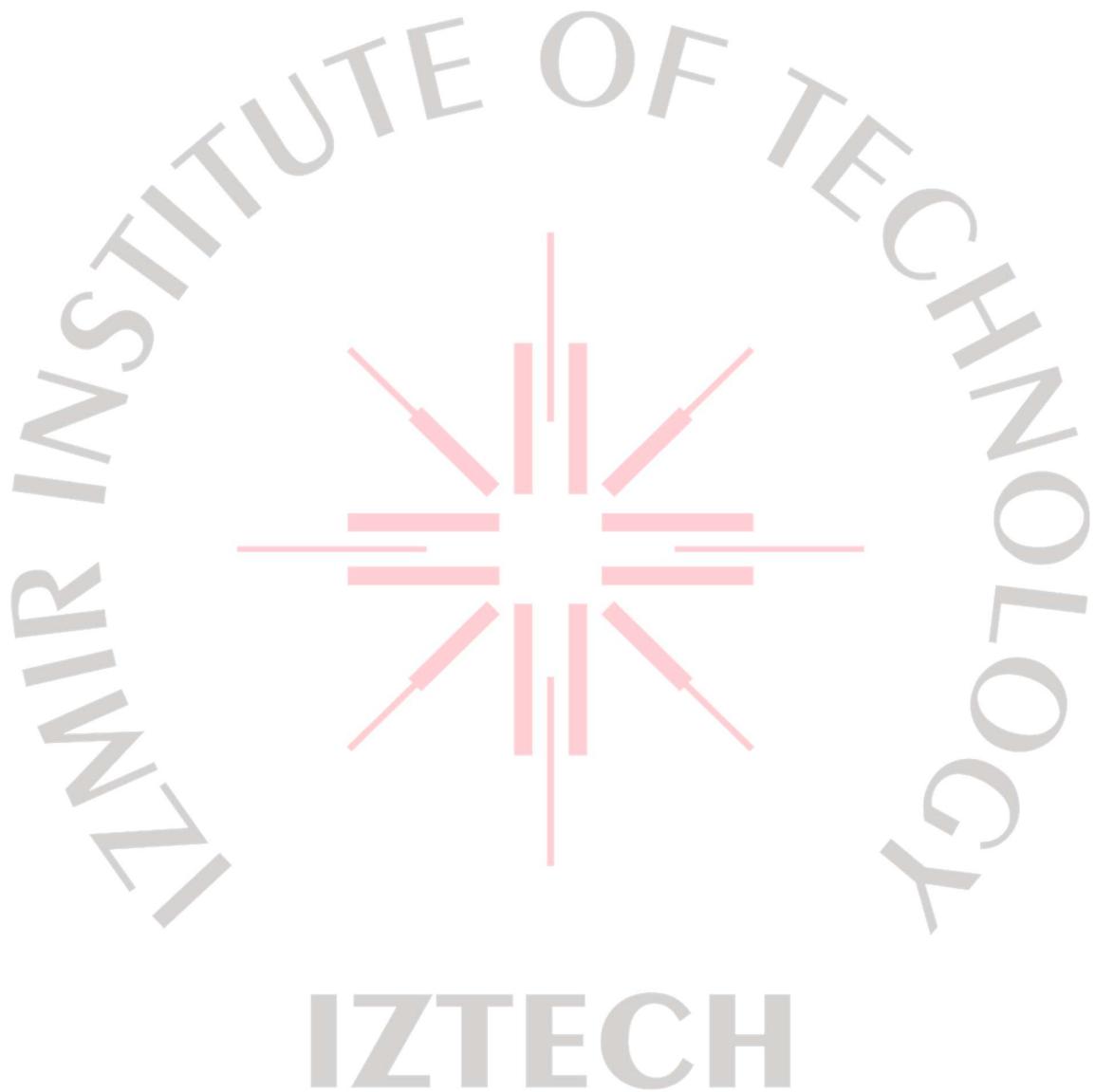
DESCRIPTION OF THE COMPANY

Should include the following information.

- Company Name
- Web :
- Company Location
- Organizational Structure of the Company.
- Number and duties of engineers employed.
- Main area of business
- A brief history of the company
- Contact person:
  - Email:
  - Tel:
  - Fax
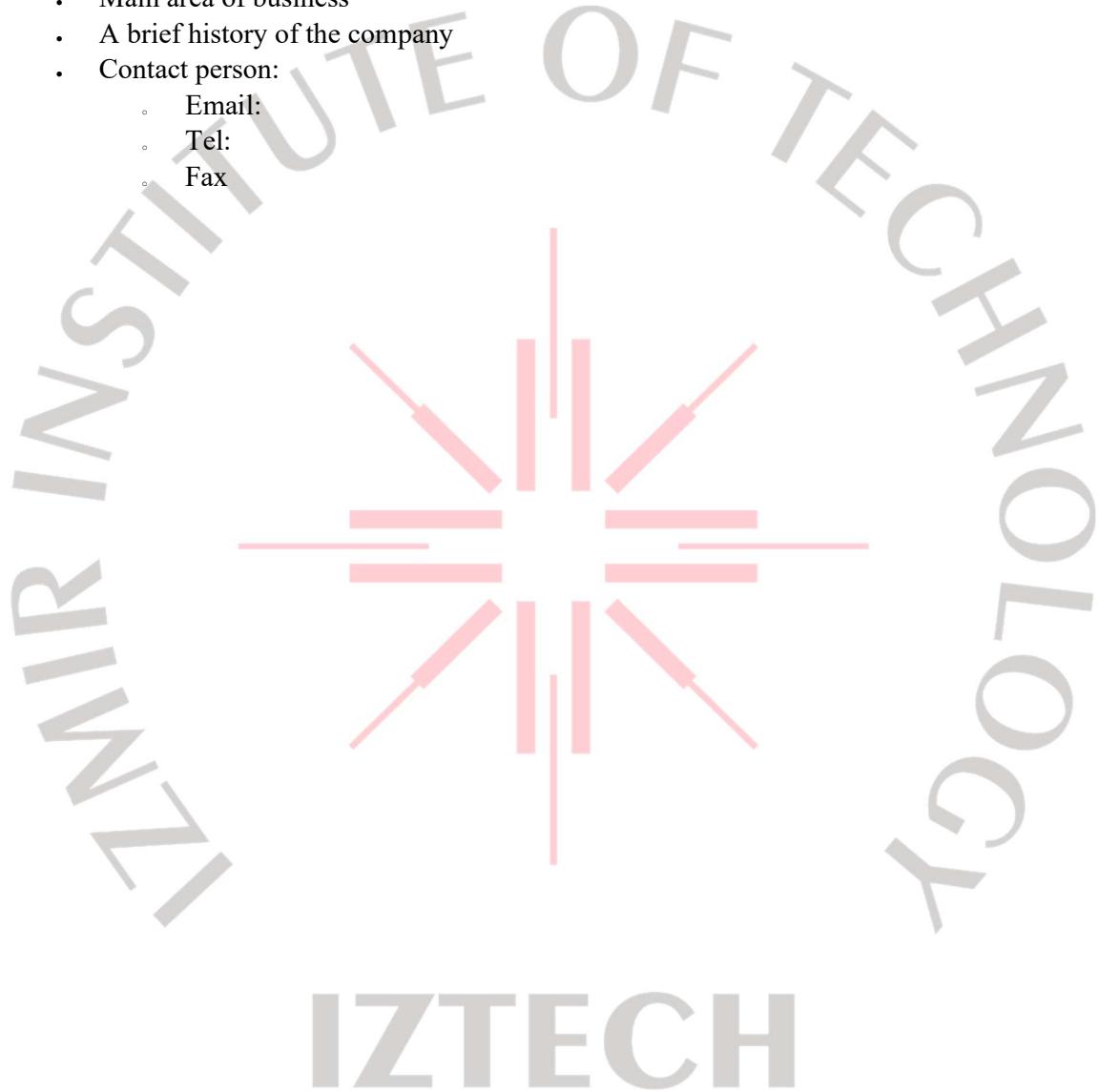
INTRODUCTION

The aim and the scope of the summer practice should be presented briefly in this section.

POSITION AND RESPONSIBILITIES: Give a description of your position and responsibilities in the company.

BACKGROUND INFORMATION: Give literature information about stated works with references in detail.
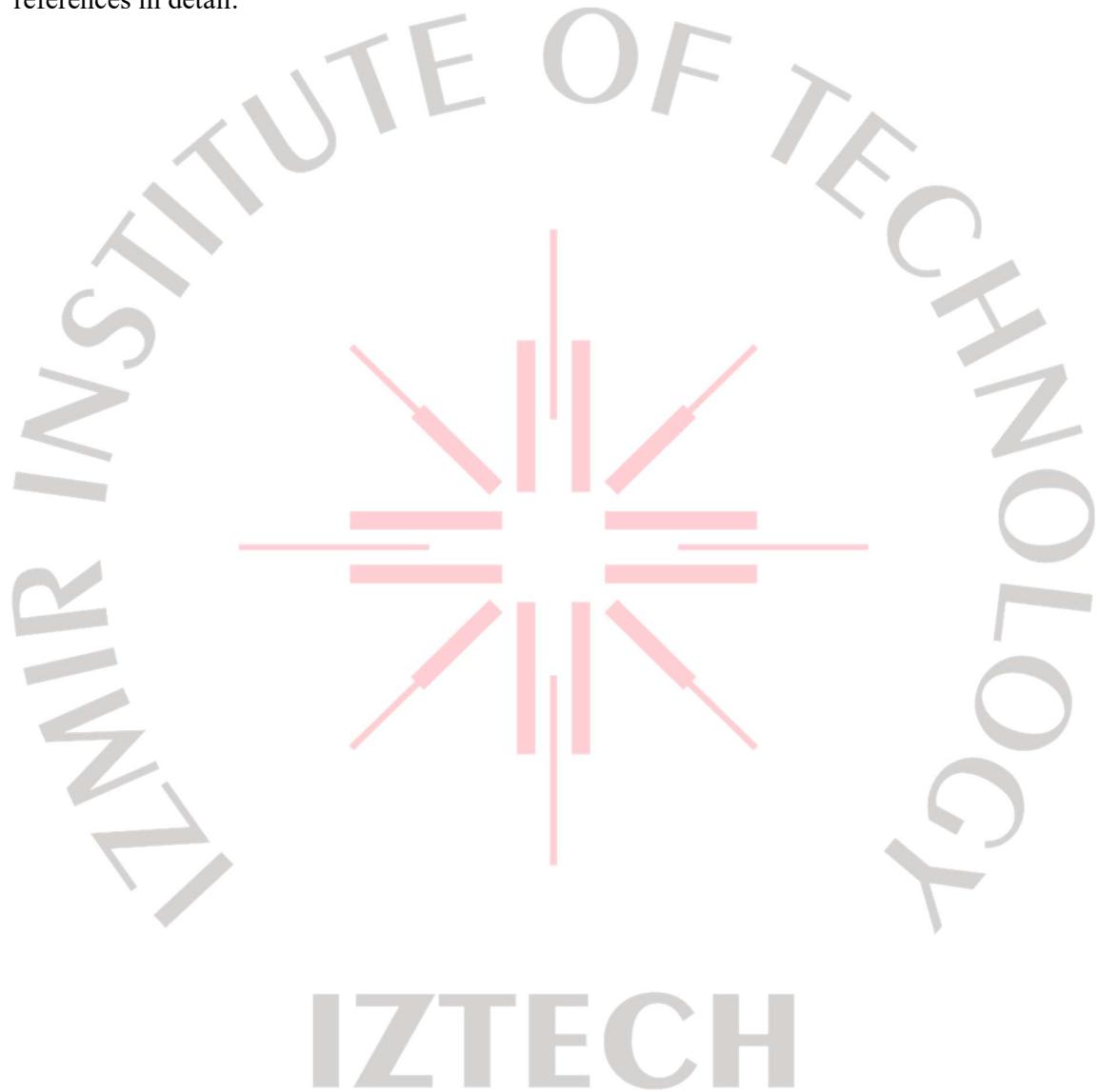
REPORT

In this section, a detailed description of everything that has been done and observed during summer practice should be given with close consideration to the program outlined by the related department for the students.

Feel free to open subtitles under this section to identify your work in a more organized way.

This section will be an overview of the internship experience. The obtained findings will be compared to literature information.

Describe the specific things you learned and the skills you developed. Relate these skills to your educational experiences.

PS: The extension of used datasets, introduced tables, created figures and details on diagrams should be referred in here, but can be numbered and detailed in the "APPENDIX".

CONCLUSION

In this section, the data obtained and the experience gained during the summer practice should be assessed, recommendations should be made.
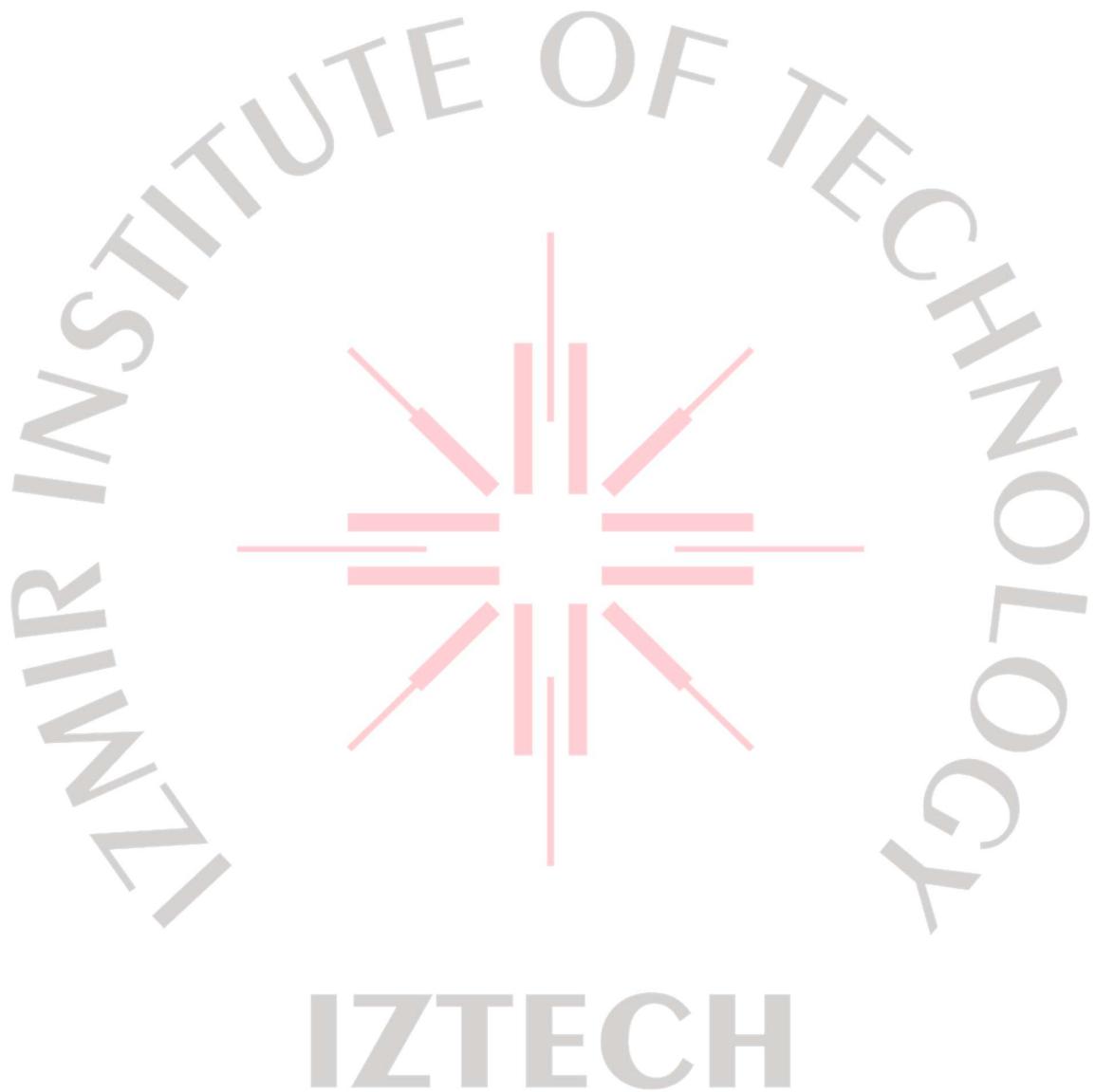
APPENDIX

In addition to WEEKLY and DAILY task reports, all related data, tables and drawings should be given in this section.
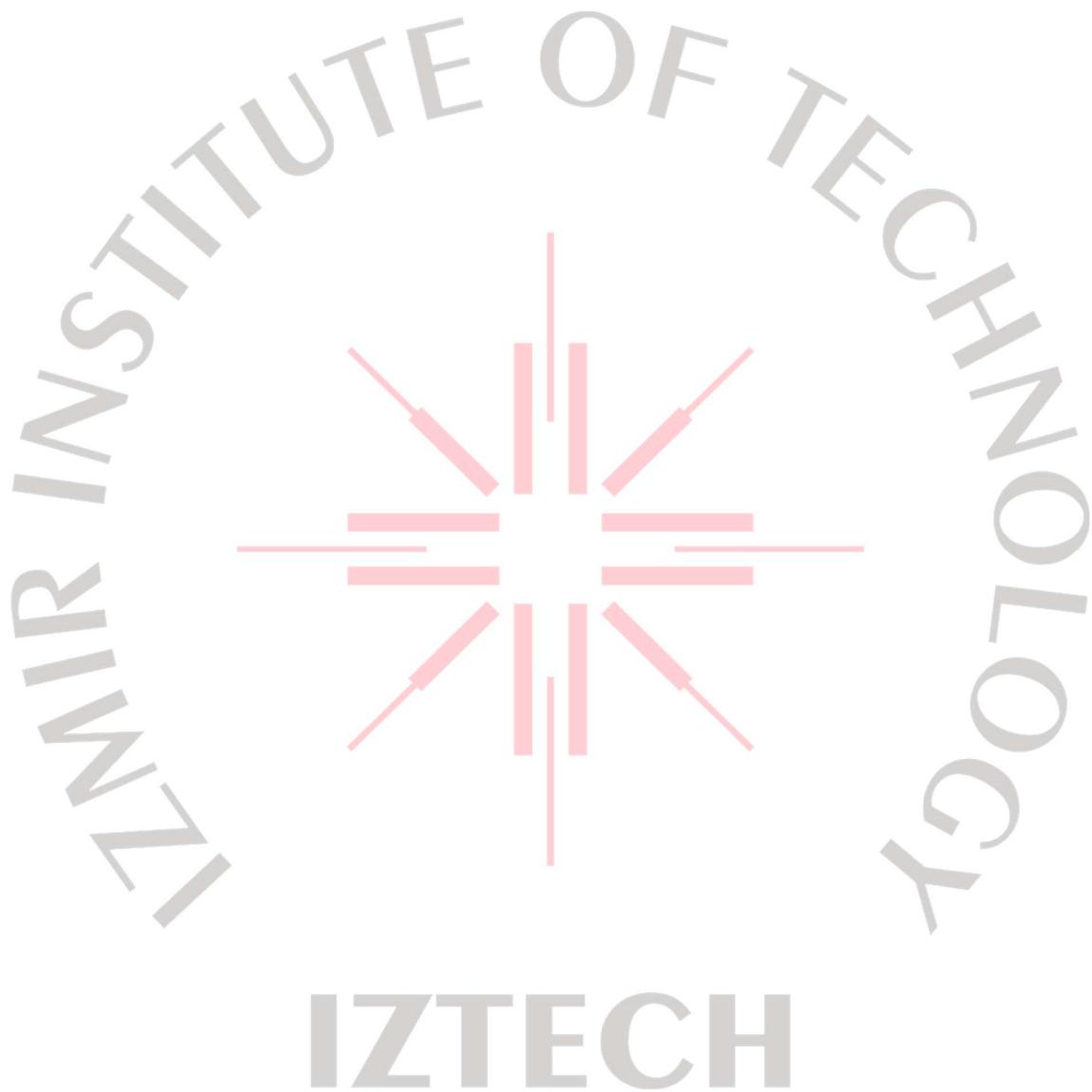
You should provide the list of short description of tasks accomplished in each week in a table.

From ..../07/2026 to ..../08/2026	
Week	**Task Description**
1.Week	Basic training HR workshop Helping the testing and maintaining of the tool/model/database X Visiting another department for workshop about a new software Learning basics of programming for assembly Etc.
2.Week	
3.Week	
4.Week	
…	

You should provide the tasks you are given and accomplished in each day in detail.
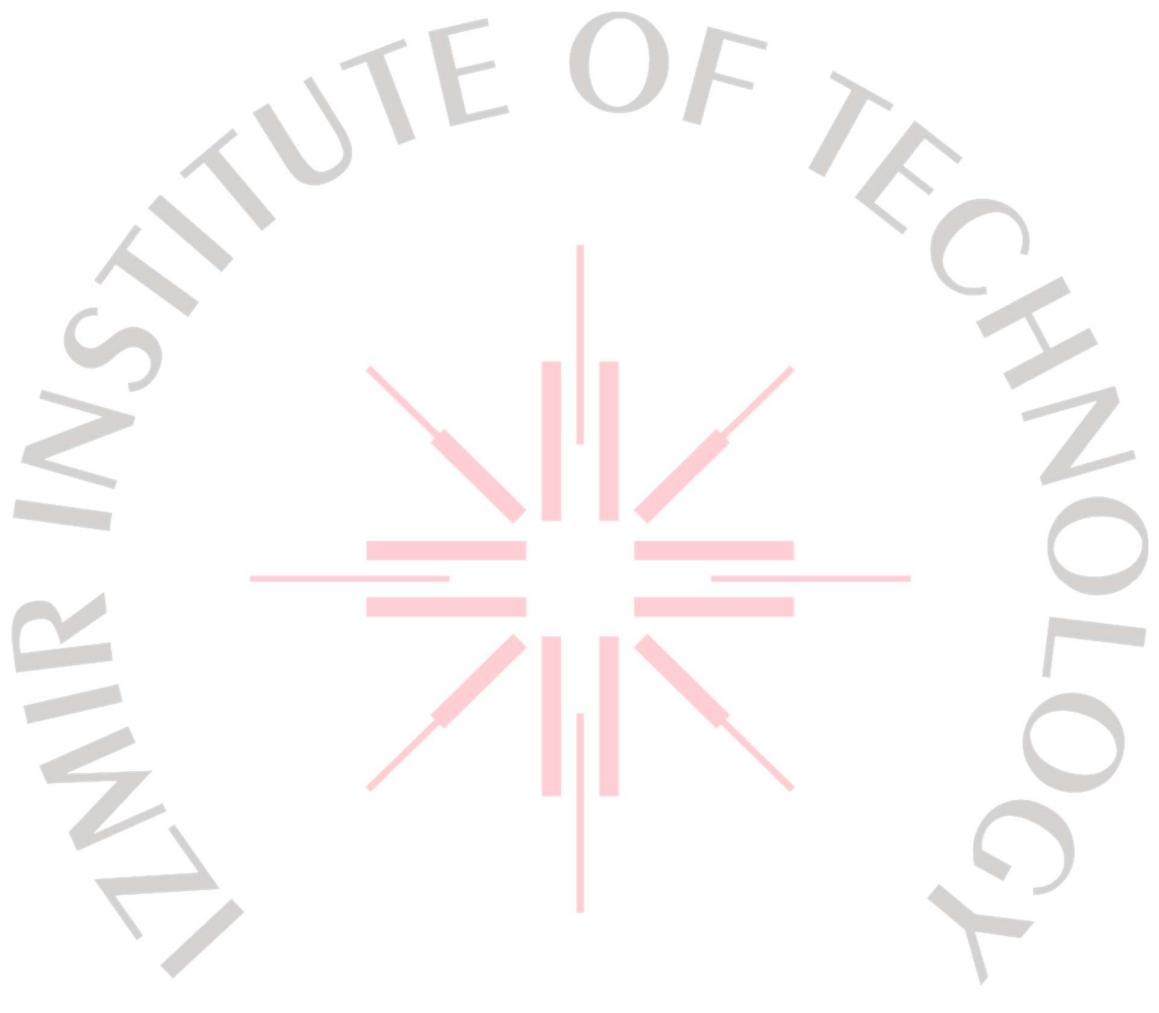
Stajyerin Adı – Soyadı:		Tarih:
Stajyerin Çalıştığı Bölüm:		
YAPILANLAR		
Kontrol Eden Birim Sorumlusu		**İmza, Kaşe / Mühür**