##

**HACETTEPE UNIVERSITY**

**ENGINEERING FACULTY**

**DEPARTMENT OF COMPUTER ENGINEERING**

**BBM XXX (write “325” or “425”)**

**INTERNSHIP REPORT**

**Name Last Name**

**ID Number**

**Performed at**

**Name of the Company**

**Beginning and End dates**

**Duration in Work Days**

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#

# **1 Introduction**

In the introduction section include the following:

* The name of the company and department where you have done your internship, the main focus area of the company, and your motivation for choosing this company as the place for your internship.
* Brief summary of the work you have done in your internship, the overall motivation behind it, and the importance of the work that you have done in the overall project.

# **2 Company Information**

##  **2.1 About the company**

Provide brief information about the company including the following:

* Brief history and its location
* Organizational chart
* Business areas and keywords
* Main target areas and products
* Main stakeholders

## **2.2 About your department**

Describe the department where you did your internship with a focus on the following:

* Department organizational chart
* Your position in the team
* Main topics and products

## **2.3 About the hardware and software systems**

Give brief information about the available hardware/software systems and resources within the department.

**2.4 About your supervisor**

Provide the following information for the supervisor:

* Name and surname,
* address,
* telephone number,
* email address, and
* information about the education of your supervisor (including the name of the university and department from which he/she graduated, and the year of graduation).

# **3 Work Done**

Requirements may change depending on the company and the project that you worked in during your internship, but at least provide an explanation for the following:

* Information about the main project, if the work you have done is part of such a project.
* The importance of the work you have done.
* The motivation behind the work that you have done and why it is required.
* Detailed description of the work done, including:
	+ Developed algorithms (with the brief parts of the pseudo-code).
	+ Hardware/software environment used.
	+ Software tools used.
	+ Design methods used and learned.
	+ Testing methods/tools used and learned.
	+ Project management methods/processes used and learned.
	+ Any engineering standards that are followed or observed.
	+ Any configuration and/or maintenance tasks performed.
* Detailed description of your own contribution to the project and the department during your internship.

# **4 Performance and Outcomes**

## **4.1 Applying Knowledge and Skills Learned at Hacettepe**

Amongst the knowledge and skills you have learned in school at Hacettepe, which were you able to apply to real-world problems during your internship? Explain in detail.

## **4.2 Solving Engineering Problems**

Which engineering problems did you solve related to the computer systems and applications during your internship? Explain in detail.

## **4.3 Teamwork**

Explain in detail the teamwork you were involved in during the internship, including (for each team you participated in)

* the team role of each team member,
* the training in their background and
* current work area, and
* some information about the team dynamics as you worked together.

You should clearly explain how you related to the others on the team. If you were not involved in a formal team, the definition of the term could be interpreted loosely to mean working together with others on a shared task.

**4.4 Multi-Disciplinary Work**

Explain how you worked with team-mates from other disciplines other than computer engineering. Give the details of the multi-disciplinary work that you have carried out as a team. If you were not a part of a multi-disciplinary work or team during your internship, indicate and explain this in this section clearly.

## **4.5 Professional and Ethical Issues**

Which professional issues and work-related ethical issues did you observe during your internship? Explain in detail. How was the issue handled at the company?

## **4.6 Impact of Engineering Solutions**

Explain specifically what you learned or understood about the economic, environmental, societal and global impact of the engineering solutions in the projects developed at the company.

## **4.7 Locating Sources and Self-Learning**

Explain the self-learning that you did during your internship. You should mention any sources that you located and how you found them (this would include Web sites, books, journals, experts, etc), and what part of your internship task you needed them for.

## **4.8 Using New Tools and Technologies**

Explain in detail any new tools or technologies that you encountered and used during your internship, how you learned to use them, and what level of proficiency you came to by the end of your internship.

 **5 Conclusions**

Summarize the work you have done. Clearly restate your contribution, what you have experienced and learned. Be specific in relating these to what you have learned at Hacettepe.

# **References**

Give proper citations to all of the resources you have used during your internship. When giving references, be sure to adhere to ACM or IEEE reference format. The reference examples should adapted from ACM and IEEE reference style suggestions that can be found at ACM and IEEE websites [1,2].

[1] “IEEE Reference Guide”. http://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf. [Accessed; Feb 27, 2019].

[2] “ACM Citation Style and Reference Formats”. https://www.acm.org/publications/authors/reference-formatting. [Accessed: Feb 27, 2019].

# **Appendices**

If necessary, provide any detailed information such as long code examples, extensive company information, images or results charts.