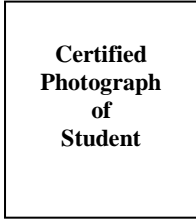


NEAR EAST UNIVERSITY
VOCATIONAL SCHOOL
Department of Electrical & Electronic Technologies

SUMMER PRACTICE PERFORMANCE
REPORT
1st copy



CONFIDENTIAL

Name and Surname of Student
 Class, Year
 Name of Organization
 Beginning and End of Training
 Minimum period of compulsory training is.....weeks

Evaluation of Summer Practice

Department	Period of Practice (weeks)	Interest in Job	Attendance	Performance	Remarks

Grades: A= Excellent
 B= Good
 C= Fair
 D= Poor
 F= Unsatisfactory

Date
 Name of Supervisor
 Title of Supervisor
 Official Stamp and Signature

NOTE: It is requested that one copy of this form be completed and sent directly to the address below and the second copy retained in your files.

Summer Practice Advisory Committee
Department of Electrical & Electronic Technologies
Near East University
P. K. 670, Lefkoşa
K.K.T.C. Mersin 10
Turkey



NEAR EAST UNIVERSITY
VOCATIONAL SCHOOL
Department of Electrical & Electronic Technologies

Certified
Photograph
of
Student

**SUMMER PRACTICE PERFORMANCE
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SUMMER INTERNSHIP REPORT'S PRINCIPLES

1- The report will be written in accordance with the summer internship program and summer internship principles.

2- The report shall be made by computer, English, technical drawings, technical drawing norms.

3- Titles will be written in capital letters in the middle of the page. Subheadings will be written in lower case and underlined. Drawings of drawings will be made in accordance with engineering standards.

4. Each report shall cover the following points.

A) The Table of Contents showing the page numbers in which the subjects are located.

B) Information about the organization of the summer internship.

- Name of establishment.

- Place of establishment.

- Organization chart of organization.

- Number of engineers working in the organization and functions within the organization.

- The establishment is the main topic of study.

- Short history of establishment.

C) Introduction: In this section short information about the subject and purpose of the summer internship will be given.

D) The report itself: In this section, for the second and third year students, every department is observed in the business, taking into account the internship program required by each department, and everything that has been done will be explained in detail. The related tables and pictures will be numbered and placed in the attachment.

E) Conclusion: In this section, the data and skills obtained from the summer training will be evaluated, the business will be examined in terms of technical work and appropriate suggestions will be made.

F) Annex: All data, tables and pictures will be presented in this section.

5- Each department will prepare its summer internship program and give it to the trainees going to the internship.