



# ADANA SCIENCE AND TECHNOLOGY UNIVERSITY

FACULTY OF ENGINEERING AND NATURAL SCIENCE  
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

## SUMMER PRACTICE REPORT

**Full Name of Student** : .....

**Student Number & Education** : ...../.....

**Type of Practice** :       EEE 393        EEE 394

[Buraya yazın]



Photograph  
of  
Student

**Full Name of Student** : .....

**Student Number & Education** : ...../.....

**Type of Practice** : **EEE 393**  **EEE 394**

**Name and Address of Organization** : .....

**Beginning and Final Date** : .....

**Submission date of report** : .....

**Signature of Student** : .....

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**Report Graded by** : .....

**Grade Awarded** : **S** Başarılı  **U** Başarısız

**Exam Date** : .....

**Signature** : .....

## STAJ DEĞERLENDİRME FORMU

Öğrencinin Adı ve Soyadı : .....

Öğrenci No :

Öğrenim Türü :

Staj Türü : EEE 393  EEE 394

Kurumun Adı ve Adresi : .....

Staj Sınav Tarihi :

### Değerlendirme sonuçları

Değerlendirenler*	1	2	3	ortalama
Rapor notu (50 üzerinden)				
Sözlü notu (50 üzerinden)				
Genel Ortalama (100 üzerinden)				

İşyeri Başarı Derecesi :

Staj Sonucu : S Başarılı  U Başarısız

### \*Değerlendirenler

1. Adı soyadı : ..... İmzası : .....

2. Adı Soyadı : ..... İmzası : .....

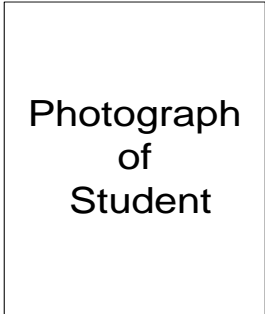
3. Adı Soyadı : ..... İmzası : .....

**NOT: BU FORM BÖLÜMDE YAPILACAK STAJ SINAVINDA DOLDURULACAKTIR.**





**SUMMER PRACTICE EVALUATION REPORT**



**Full Name of Student** : .....

**Student Number** :

**Type of Practice** :       EEE 393        EEE 394

**Name and Address of Organization:** .....

Please evaluate interest in job, attendance and performance of the student based on the criteria shown on the side.

- (A) Excellent
- (B) Good
- (C) Fair
- (D) Poor
- (F) Unsatisfactory

Department	Period (Days)	Performance
<b>Average</b>		

**Approval of Electric and/or Electronics Engineer**

**Full Name (Title)** : ..... **Signature**.....

(Stamp)

**Note:** A copy of this form must be completed by the supervisor in your firm and posted to the address below in an envelope while another copy must be kept in the firm.

**Adress:**

Summer Practice Committe



**SUMMER PRACTICE ATTENDANCE SHEET**

**Full Name of Student** : .....

**Student Number** :

**Type of Practice** :           EEE 393            EEE 394

**Name and Address of Organization:** .....

Days No	Date Day/month/year	Arrives		Leaves	
		Time	Signature	Time	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**Approval of Electric and/or Electronics Engineer**

**Full Name (Title)** : ..... **Signature**.....  
 (Stamp)

**Approval of the Summer Practice Committee**

## YAZ STAJI DEVAM ÇİZELGESİ

Öğrencinin Adı ve Soyadı : .....

Öğrenci No :

Staj Türü :                   EEE 393                    EEE 394

Kurumun Adı ve Adresi : .....

Gün No	Tarih Gün/ ay / yıl	İşe geliş		İşten çıkış	
		Saat	İmza	Saat	İmza
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

### Onaylayan Elektrik ve/veya Elektronik Mühendisinin

Adı Soyadı (Ünvanı) : .....

İmzası.....  
(Mühür)

Yaz Staj Komitesi Başkan Onayı

## ESSENTIAL OF SUMMER PRACTICE REPORT

1. The report should be written in English on computer using Times New Roman font and 1.5 line spacing. Page margins should be 3 cm from left and 2 cm elsewhere (from right, top and bottom)
2. Headings in the report should be as follows:

<u>Heading Type</u>	<u>Font Size</u>	<u>Font Style</u>	<u>Location on Page</u>
<b>CHAPTERS</b>	16 points	Bold	Centered
<b>1 MAIN HEADINGS</b>	14 points	Bold	Aligned left
<b>1.1 Sub Headings</b>	12 points	Bold	Aligned left
<b>1.1.1 Sub Headings</b>	12 points	Bold italic	Aligned left
Figures	12 points	Italic	Centered under figure
Tables	12 points	Italic	Centered above table
Page numbers	12 points	Normal	Centered
<b>APPENDICES</b>	12 points	Bold	Centered

3. Layout of the report should be as follows:

- a) **Contents:** Headings within the report and the corresponding page numbers are listed.
- b) **Information on the organization:** name and location, brief history, main working area, structure, number of engineers and technical personnel
- c) **Introduction:** Purpose and scope of the engineering practice should be given in this section.
- d) **Main Sections:** Everything that has been done and observed during practice should be given in full detail. All related data, tables and figures should be included with outline numbering
- e) **Discussion and Conclusions:** In this section, experience gained by the student as well as observations and suggestions on technical working performance of the firm should be reported
- f) **Appendi(x)ces:** Supplementary data, tables and figures should be presented here.





## **CONTENTS OF SUMMER PRACTICE**

### **Second Year Summer Practice Program (EEE 393) covers the following topics**

1. Electrical measurements and measuring devices
2. Basics of computers and their applications in industry
3. Electrical repairs
4. Electrical machinery: Generators, motors, transformers, etc.
5. Electrical equipment and devices: Batteries, relays, circuit breakers, etc.
6. Electrical lay-out: Lighting, lay-out of electrical machinery, cable lay-out and connection, etc.
7. Heating and ventilation systems

### **Third Year Summer Practice Program (EEE 394) covers the following topics**

1. Electrical measurements and measuring devices
2. Industrial applications of computers, microprocessors and PLCs
3. Integrated and power electronics devices: Transistors, diodes, triodes, triacs, etc.
4. Operation and maintenance of power supplies and transformers
5. Distribution and interconnection of electrical energy
6. Communication systems and devices
7. Automatic control and protection of electrical and electronic systems and devices.

### **NOTE:**

The student must write her/his report according to the regulations under the heading of **“Essential of Summer Practice Report”**



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Performed Works	Date	Institution's Authorized Person



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