**BILKENT UNIVERSITY**

**ENGINEERING FACULTY**

**DEPARTMENT**

 **OF**

 **ELECTRICAL and ELECTRONICS ENGINEERING**

**EEE X99 (write “299” or “399”)**

**SUMMER TRAINING
REPORT**

**Name Last Name**

**ID Number**

**Performed at**

**Name of the Company**

**Beginning and End dates**

Table of Contents

[1 Introduction 3](#_Toc110018565)

[2 Company Information 3](#_Toc110018566)

[2.1 About the company 3](#_Toc110018567)

[2.2 About the products and production systems of the company 3](#_Toc110018568)

[2.3 About your department 3](#_Toc110018569)

[2.4 About your supervisor 3](#_Toc110018570)

[3 Work Done 4](#_Toc110018571)

[4 Performance and Outcomes 4](#_Toc110018572)

[4.1 Solving Complex Engineering Problems 4](#_Toc110018573)

[4.2 Recognizing Ethical and Professional Responsibilities 4](#_Toc110018574)

[4.3 Making Informed Judgments 4](#_Toc110018575)

[4.4 Acquiring New Knowledge by Using Appropriate Learning Strategies 4](#_Toc110018576)

[4.5 Applying New Knowledge As Needed 4](#_Toc110018577)

[4.6 Diversity, Equity, and Inclusion (DEI) 4](#_Toc110018578)

[5 Conclusions 5](#_Toc110018579)

[References 6](#_Toc110018580)

[Appendices 8](#_Toc110018581)

# Introduction

In this section, make an introduction to your report and give brief information about where you have done your summer training (more info about that will be given in the next section) and your motivation for choosing this place. Briefly summarize the work you have done, the motivation behind your work, and the significance of the work you have done in the overall project.

Please remove these explanations in this template after you read them or while you are writing your report. These explanations are marked with yellow color like here. Make sure you read and revise/correct your report a few times after you write it.

Please modify the parts that are marked with green color in this template according to your case (for example in the Cover Page).

You need to be careful about putting references to the end of the report and citing them properly in the text like the example just here [2,4,5,10]. You can cite a single reference like this [3].

Please make sure you follow a good writing style while writing your report. There are a lot of resources in the Internet and Library about academic/report writing in the English language. Information about some writing resources that you can benefit are added to the reference list at the end [1,2,3,4,12,13].

Please also explain the organization of the rest of the report in the last paragraph of this section.

# Company Information

## About the company

## About the products and production systems of the company

The products produced by the company and the processes of production are briefly explained in this section. Products may be hardware and software products and also they may be services such as repair, maintenance, consultancy, sales support, research and development, etc)

## About your department

## About your supervisor

Make sure that you fill in all the parts of the table below with the information about your supervisor:

|  |  |
| --- | --- |
| **Name and Last Name:** |  |
| **Job Title:** |  |
| **University of B.S. Graduation:** |  |
| **Department of B.S. Degree:** |  |
| **Year of B.S. Graduation:** |  |
| **Email:** |  |
| **Phone Number:** |  |

Your supervisor should hold a B.S. degree in Electrical Engineering, Electrical & Electronics Engineering, Electronics Engineering, or Communications Engineering. For other closely related titles that may be accepted, please contact the EE Department’s summer training coordinators.

# Work Done

This section is the core of your report and must clearly and comprehensively present what you actually did during the summer internship. This section should clearly indicate the goal, the method and the result of your project. If you were involved in more than one project, then itemize all the projects. This section can have one or more subsections. It is up to you. This section should be sufficiently detailed.

# Performance and Outcomes

You must have all these sections in your report.

## Solving Complex Engineering Problems

## Recognizing Ethical and Professional Responsibilities

## Making Informed Judgments

## Acquiring New Knowledge by Using Appropriate Learning Strategies

## Applying New Knowledge As Needed

## Diversity, Equity, and Inclusion (DEI)

The concept of Diversity, Equity, and Inclusion (DEI) is getting more attention in organizations, companies, universities, etc. There are many sources that describe this concept with examples; see for example

https://ideal.com/diversity-equity-inclusion/

https://www.techtarget.com/searchhrsoftware/definition/diversity-equity-and-inclusion-DEI

https://www.abet.org/about-abet/diversity-equity-and-inclusion/

Diversity is related to how individuals are different from each other in terms of race and ethnicity, nationality, socioeconomic status, gender identity, religion, language, age, physical and mental ability, sexual orientation, etc. On the other hand, equity involves fair access, opportunity, and advancement for all these different individuals and the policies to remove the barriers that have prevented some groups of individuals from fully participating. An inclusive work place is one in which all employees feel welcome and they all contribute and participate without facing discrimination and intolerance.

In this subsection of your report, make sure that you describe your observations of the DEI practices you might have faced during your Summer Training, possibly with examples. Please also ask your immediate supervisor and/or personnel from the Human Resources department for information on the DEI practices/procedures/actions followed in your host company and describe these information in your report.

# Conclusions

Here you will write your conclusions. You can discuss your training and the company as well. Give a summary of the most important things you learned.

#

# References

*The reference examples and style below are adapted from TUBITAK, ACM and IEEE reference style suggestions that can be found at* TUBITAK, ACM and IEEE websites.

Reference examples for web sources:

[1] “Technical Writing Style”. http://www.cs.bilkent.edu.tr/CS399/TechnicalWritingStyle.pdf. [Accessed: Feb 11, 2016].

[2] “The Major Problem Areas for Turks Writing in English”. http://www.cs.bilkent.edu.tr/data/advices/TheMajorProblemAreasforTurksWritinginEnglish.doc. [Accessed: Feb 11, 2016].

[3] “Using Articles in English”. http://www.cs.bilkent.edu.tr/data/advices/UsingArticlesinEnglish.doc. [Accessed: Feb 11, 2016].

[4] Strunk, W., Jr. and White, E.B. “The Elements of Style”. [Online]. https://faculty.washington.edu/heagerty/Courses/b572/public/StrunkWhite.pdf. [Accessed: Feb 11, 2016].

[5] “Bibliyografik Verilerin Duzenlenmesi”. http://www.tubitak.gov.tr/tr/duyuru/bibliyografik-verilerin-duzenlenmesi. [Accessed: Feb 11, 2016].

[6] “IEEE Citation Reference”. http://www.ieee.org/documents/ieeecitationref.pdf. [Accessed; Feb 11, 2016].

[7] “ACM Journals Word Style Guide”. http://www.acm.org/publications/article-templates/word-style-guide. [Accessed: Feb 11, 2016].

[8] Robie, J. (1999). “XML query language (XQL)”. http://metalab.unc.edu/xql/xql-proposal.xml. [Accessed: Feb 11, 2106].

[9] Clark, C. “Physicists Crack Another Piece of The Glass Puzzle”. R&D Magazine. http://www.rdmag.com/news/2012/10/physicists-crack-another-piece-glass-p.html. [Accessed: Dec 15, 2012].

[10] Cain, K. (2012, June 29). “The Negative effects of Facebook on communication”. *Social Media Today RSS*. http://socialmediatoday.com. [Accessed: Feb 11, 2016].

[11] “All 33 Chile miners freed in flawless rescue”. (2010, Oct 13). http://www.msnbc.msn.com/id/39625809/ns/world\_news-americas/. [Accessed: Feb 11, 2016].

Reference examples for books:

[12] Zobel J. *Writing for Computer Science*. Springer, 3rd Edition, 2014.

[13] Strunk W. and White E.B. *The Elements of Style*. Longman, 4th Edition, 1999.

[14] Fogg, B.J. *Persuasive technology: using computers to change what we think and do*. Morgan Kaufmann Publishers, Boston, 2003.

[15] F. Giannini and G. Leuzzi, *Nonlinear Microwave Circuit Design*. J. Wiley and Sons, 2004.

[16] P.M. Morse and H. Feshback, Methods of Theoretical Physics. McGraw Hill, 1953.

Reference examples for articles (journal articles and magazine articles)

[17] J. R. Beveridge and E. M. Riseman, “How easy is matching 2D line models using local search?” *IEEE Transactions on Pattern Analysis and Machine Intelligence*, vol. 19, no. 6, pages 564-579, June 1997.

[18] “Technology threatens to shatter the world of college textbooks”, The Wall Street Journal, vol 91, pages Al, A8, June 1, 1993.

Reference examples for conference articles:

[19] Kha, D. D., Yoshikawa, M., and Uemura, S. “An XML indexing structure with relative region coordinate”, in Proceedings of the 17th IEEE International Conference on Data Engineering, Heidelberg, Germany, April 2001, IEEE Computer Society Press, pages 313-320.

# Appendices

Things such as long code examples, extensive company information, etc., should not be in the body of the report, but here.

**Self-Checklist for Your Report**

*Please check the items here before submitting your report. This signed checklist should be the final page of your report.*

* Did you provide detailed information about the work you did?
* Is supervisor information included?
* Did you use the Report Template to prepare your report, so that it has a cover page, has all sections and subsections specified in the Table of Contents, and uses the required section names?
* Did you follow the style guidelines?
* Does you report look professionally written?
* Does your report include all necessary References, and proper citations to them in the body?
* Did you remove all explanations from the Report Template, which are marked with yellow color? Did you modify all text marked with green according to your case?

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*While writing your summer internship reports, you should follow the rules of ethical writing. You can find an extensive guide on ethical writing at:*

<https://ori.hhs.gov/content/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing>