BOĞAZİÇİ ÜNİVERSİTESİ

STAJ PROGRAM DEFTERİ

# TRAINING PROGRAM DIARY

## ÖĞRENCİNİN

### STUDENT’S

**SOYADI, ADI :** .....................................................................

### SURNAME, NAME

**BÖLÜMÜ : Mechanical Engineering**

### DEPARTMENT

**ÖĞRENİM YILI :** .....................................................................

### TRAINING YEAR

### **Staj programı**

#### Resim

##### Picture

### Training Program

Defter No: ........................

*Diary book No. .*

**Soyadı, Adı :** .....................................................................

### Surname, Name

**Bölümü :** ................................................................

### Department

#### YAPILAN PRATİK [\*]

##### ACCOMPLISHMENTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Müessese ve iş yeri Name and place of company | Kısım Department | İşe başlama tarihi  *Starting date* | Ayrıldığı tarih  *Completion date* | Çalışmadığı Günler  *Nonworking days* | Çalıştığı Günler  *Working days* |
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[\*] Bu sayfa şirket yetkilisi tarafından imzalanıp kaşelenecektir   
[\*] This page must be signed and stamped by the employer

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................................ Tarihinden ...........................tarihine kadar bir haftalık çalışma

### From ................................ to ..................................weekly service

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GÜN DAYS | YAPILAN İŞLER WORK ACCOMPLISHED | Yaprak No.  *Page Nr.* | ÇALIŞILAN SAAT  WORKING HOURS | |
| Pazartesi Monday |  |  |  |  |
|  |  |  |
|  |  |  |
| Salı Tuesday |  |  |  |  |
|  |  |  |
|  |  |  |
| Çarşamba Wednesday |  |  |  |  |
|  |  |  |
|  |  |  |
| Perşembe Tuesday |  |  |  |  |
|  |  |  |
|  |  |  |
| Cuma Friday |  |  |  |  |
|  |  |  |
|  |  |  |
| Cumartesi Saturday |  |  |  |  |
|  |  |  |
|  |  |  |
| Toplam (*Total*) | | |  |  |

Öğrencinin imzası :........................................................................................................................

*Signature of trainee*

Çalıştığı iş yeri ve kısmı :........................................................................................................................

*Work place*

Kontrol edenin ünvanı, soyadı, adı :........................................................................................................................

*Name and title of the controlling superior*

İmza ve kaşe :........................................................................................................................

Signature and stamp

................................ Tarihinden ...........................tarihine kadar bir haftalık çalışma

### From ................................ to ..................................weekly service

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GÜN DAYS | YAPILAN İŞLER WORK ACCOMPLISHED | Sayfa No.  *Page Nr.* | ÇALIŞILAN SAAT  WORKING HOURS | |
| Pazartesi Monday |  |  |  |  |
|  |  |  |
|  |  |  |
| Salı Tuesday |  |  |  |  |
|  |  |  |
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| Çarşamba Wednesday |  |  |  |  |
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| Perşembe Tuesday |  |  |  |  |
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| Cuma Friday |  |  |  |  |
|  |  |  |
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| Cumartesi Saturday |  |  |  |  |
|  |  |  |
|  |  |  |
| Toplam (*Total*) | | |  |  |

Öğrencinin imzası :........................................................................................................................

*Signature of trainee*

Çalıştığı iş yeri ve kısmı :........................................................................................................................

*Work place*

Kontrol edenin ünvanı, soyadı, adı :........................................................................................................................

*Name and title of the controlling superior*

İmza ve kaşe :........................................................................................................................

Signature and stamp

| GENEL RAPOR*GENERAL REPORT* | Yaprak No: Page Nr. |
| --- | --- |
|  | |

[\*\*] Bu sayfadan gerektiği kadar çoğaltınız.

[\*\*]*Reproduce this page as much as necessary*.

(Buraya işyerinin bu bölümünde yapılan işle ilgili teknik rapor yazılacaktır. İstenirse bu rapor ayrı bir doküman olarak da verilebilir.)

*(The technical report about the complete work done at this department will be written here. A separate report form may be used, if necessary.)*

1. **First Page**
2. **Weekly timetable**
   1. The department of the organization that the week was spent.
   2. Name and signature of the controlling supervisor for each week
   3. The official stamp of the organization.
3. **A Brief Executive Summary of the Internship**
4. **Table of Contents**
5. **Description of the company/institution**
   1. What is the full title of the company/institution? Give a brief history of the company, full mailing address and relevant web links.
   2. What is the type of ownership of the company/institution? State the main shareholders and their shares.
   3. What is the sector that the company/institution operates in? Specify the products and services produced and offered to its customers.
   4. Who are regarded as the customers of your internship company/institution (consider the end users, retailers, other manufacturers, employees, etc.)?
   5. Provide an organization chart of the company, along with information on the number of employees.
6. **Internship activities**
   1. Provide a list of functions performed by the mechanical engineers in the internship organization. Describe your working conditions and functions, such as: Who is your supervisor (include his/her name and his/her position); other team members or co-workers and what their functions are to complement yours.
   2. Describe what you exactly did there and what experiences you have gained throughout your training.
   3. What kind of commercial CAD (Computer Aided Design) software packages are used in the internship organization?
   4. What kinds of CAE (Computer Aided Engineering) tools are used in the organization?
   5. What type of engineering analysis and calculations are performed (structural analysis, stress calculations, kinematic analysis, fatigue life calculations, control algorithms, thermal analysis)?
   6. What kind of tests are performed for quality control and design verification (strength tests, fatigue and durability tests, thermal tests, vibration and noise measurements, performance tests, routine quality control tests, safety tests, etc.)?
   7. Show some work samples that you have encountered/conducted at the company through graphs, pictures, data, drawings, or design calculations and include them in your report.
7. **An assessment of the internship**
   1. What skills and qualifications you think that you have gained from the internship?
   2. What kind of responsibilities you have undertaken during the internship period?
   3. How do you think the internship will influence your future career plans?
   4. How do you think the internship activities that you carried out are correlated with your classroom knowledge?
8. **Conclusions of the report**
   1. A summary of key conclusions derived from the internship experience.
   2. General observations about the sector in which your internship company/institution operates
9. **Appendices and supplementary material (charts, graphs, pictures, computer codes, etc.)**
10. **References**

**IMPORTANT**

* + You do not have to provide a day-to-day diary of the internship activities.
  + Do not write theoretical excerpts from textbooks! Describe what you exactly did there and what experiences you have gained throughout your training.
  + The internship report should be between 15-20 pages and written to [“Training Program Diary”](http://me.boun.edu.tr/staj/stajdef.pdf)
  + The internship report should be written in Word with 1 ½ line spacing, with 12 pt fonts.
  + You can include graphs, pictures, data, drawings, or design calculations in your report; however they should not cover more than 1/2 of the page. Larger graphs, pictures, data, drawings, or design calculations should be given as an Appendix.

|  |
| --- |
| Şirket Değerlendirme Yazısı*Letter of Evaluation* |
| Name of the company:………………………………………  Address of the company:………………………………………  *Company Profile:*   * Nr. of Employees: ……………… * Nr. of Engineers: ………   Write the names and titles of the responsible persons, and indicate the departments where you worked)  Company evaluation:  (Buraya işyeri ile ilgili sizin değerlendirmeleriniz yazılacaktır.)  *(At this section your evaluation of the company will be given)* |

# *[\*\*] Bu sayfadan gerektiği kadar çoğaltınız.*

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