Eastern Mediterranean University

Department of Information Technology

ITEC400 – Summer Training Report

Submitted by:

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Number   : 090607

Name of Company   : Telsim

Location of Company   : Istanbul, Turkey.

Dates of Training   : 2.8.2009 – 29.8.2010

Duration of Training   : 40 working days

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Table of Contents

1. Introduction

To assist you in preparing summer training report process, the summer training committee has prepared this Summer Training Report Format Manual. The goal here is to help you prepare a report that looks professional and renders your findings easily accessible to your readers.

2. How to Write Your Report

You may use Microsoft Word or any other equivalent word processor to write your report. The report should have a minimum of 15 pages and a maximum of 35 pages, excluding the appendices. It should have an acceptable and readable English level. Please note that hand written reports will not be accepted.

3. Organization and Requirements

Reports are organized into three sections:

1. Preliminary Matter
   a) Title Page
   b) Table of Contents
2. Text (Introduction, Information about The Company, The Problem Definition, The Work Done, Summary and Recommendations, and Conclusions)
3. Back Matter
   a) Appendices (optional)

In the following Sections, each of the above requirements is explained in detail.

3.1. Preliminary Matter: Requirements

Preliminary pages are paginated separately from the rest of the text. Use lower-case Roman numerals at the bottom of these pages. The Title Page is not numbered and should not be included in the Table of Contents. Begin numbering with the Table of Contents, page *i*. Continue using the lower-case Roman numerals up to the first page of Introduction. Specific requirements and examples for each part of the preliminary matter follow.

3.1.1. Title Page

See example in the first page.

3.1.2. Table of Contents

The Table of Contents introduces the reader to your text, indicating its contents, organization, and progression. It should make access easy, not overwhelm the reader with detailed index of the contents. The Table of Contents Page of this manual constitutes an example. The following list of requirements is necessary:

- On a separate page
- Typeface and size: Calibri, 12 point size
- No underlining or italics

- Length: may run more than one page; do not type "continued" at the end of the first, or at the beginning of the second page
- Each entry should have tab leaders and corresponding page reference numbers must be aligned correctly.

3.2. Text

The text of the report should be organized logically according to the nature and range of the work being reported. The report must begin with an Introduction, as a separate Chapter, which includes a clear explanation of the goals of the training.

In the section "Introduction", you should summarize the type of work you have done, the branch of the company in which you did your summer practice, and summarize what you are going to discuss in the main report.

In the section "Information about the company", you should give a detailed description of the company you worked for, including;

i. Its line of business (what does it do?)
ii. Its history (when it was founded etc.)
iii. How many employees it has
iv. How many computer scientists/engineers it has
v. Approximately how many and what kind of computers and other hardware it has
vi. Address of the company
vii. How many students it accepts for summer training
viii. Contact person, his/her position and telephone number in the company

In the section "Problem Definition", you should explicitly define what main problem you solved or worked on in your summer practice. For example, you wrote a program for computing wages, repaired failed hard disks, worked on quality control etc.

The "Work Done" section is the most important part of your report. In this section, you should explain how you solved the problem that you defined in the previous section, *i.e.* your own contribution. This may include discussions on daily work, and design studies (software, or hardware, etc.). For example, if you wrote a program, you should describe what the program was supposed to do in the "problem definition" section, and the algorithm and actual coding of the program and discussion of the

problems encountered in the "work done" section. It is of extreme importance that you write what you did in your own words, and that what you write corresponds closely to the contents of the log book.

In the "Conclusions" part, summarize what you have learned from your summer practice.

3.2.1. Margins

As noted throughout this manual, you must maintain margins of 2.5cm on the left, and 2.0cm at the right, top and bottom of the page. The extra width of the left margin accommodates the binding.

3.2.2. Justification

All text must be right and left justified, just like this manual is written.

3.2.3. Paragraphs and Indentations

The first line of all paragraphs should be indented by one tab space, which provides sufficient guidance to your reader's eye. The indentation must be consistent throughout the text.

3.2.4. Spacing

Use 1.5 line-spacing for the entire text. Materials in tables, appendices, and block quotations, individual footnotes and reference entries may be single-spaced. The Title page must be spaced according to the sample provided. Spacing in the Table of Contents should conform closely to the spacings illustrated in this manual.

3.2.5. Pagination

The text, beginning with the Introduction, or of Chapter 1, should be numbered consecutively. Page numbers must be placed 1.5cm from the bottom center of each page.

3.2.6. Typeface and Size

Calibri typeface with 12 point size should be used throughout the text.

3.2.7. Tables, Figures and Illustrations: General Comments

Tables, figures and illustrations must serve the reader, support your text, and conform to standards in your field. Numbering of Tables, Figures and Illustrations must be done sequentially, including the Chapter number in which it is placed (for example, Figure 2.1, 3.2, etc). All figures and tables must be addressed inside the text. Second figure of Chapter 3 should be label as Figure 3.2, where Fig 3.2 was given as a sample figure.

Captions for Figures, Tables and Illustrations must be placed at the bottom of each, and centered, as shown in the following example:
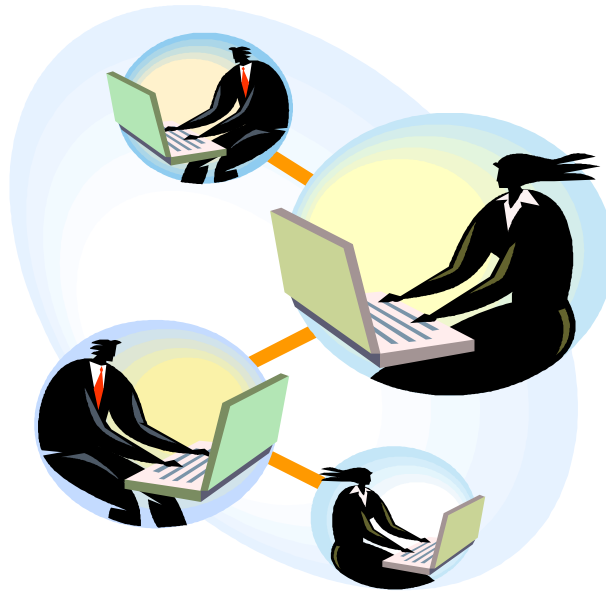

Figure 3.2. A Sample Figure

If the table, figure or illustration is too wide for the page, landscape may be used, the caption appearing at the bottom of the table, figure, or illustration (at the right of the page). If the table is too long for one page, the table must be continued on the next page, the title not repeated on the next page, instead, center ''Table contd.'' at the top of each succeeding page until the table is completed. Table caption must than follow. If the table is oversized, try to redesign the table to fit the page. If this does not solve the problem, you may reduce the table proportionately, but remember that the captions must still conform to the typeface and size standards of the text.

3.2.8. References to Tables, Figures, Illustrations

While referencing a table, figure, illustration or a series of these within the text, abbreviation as shown in the following examples should be used:

- Fig. 3.1

- Table 4.1

- Figs. 3.1-3.5

3.2.9. Chapter, Section, and Subsection headings

Chapter, section and subsection headings must all be typewritten in bold, with the following rules:

- Chapter headings should start at a new page, centered, Chapter no in Roman numerals first, followed by the Chapter Title in small letters, the first letters of main words being capital, and with 16 point size Bold Calibri typeface.

- Section headings may start anywhere within the text, after a space of the text of the previous section. Section titles contain Chapter and Section numbers separated by a dot, followed by the Section Title in small letters, the first letters of main words being capital. Section headings should be in bold, 14 point size Bold Calibri typeface.

- Subsection headings should be written similarly as section headings, and contain Chapter number, Section number and Subsection number, separated by dots.

3.3. Back Matter

The back matter of the report consists of the References (optional), Appendices (optional). The back matter is paginated consecutively from the last page of the text. The back matter, including the appendices, must meet the same margin requirements as the rest of the report.

3.3.1. Appendices

The appendix should contain any program listings, diagrams, or other material of technical nature that you generated at the company. Any documents such as brochures describing the company should also be placed in the Appendix. Any document in the appendix must be clearly ordered, and numbered.

Appendices must be designated with a letter (Appendix A, Appendix B, etc) each starting on a fresh page, and a title. Each appendix must be listed in the Table of Contents. All appendices must meet the usual margin requirements.

4. Binding

The final copy must be submitted for binding. Clear plastic front cover and black plastic back cover with a spiral binding.

5. Suggested Titles

Some of the suggested titles/sections for your summer training report are given in the following sections.

5.1. Introduction

Present a summary of your internship, including an abstract of your project (problem, solution technique, and results), as well as the reasons that you chose to do your internship at this specific company on this particular topic.

5.2. Company Description

In your own words, describe <u>briefly</u> the company and the department you worked in. 1-2 pages.

Company description should include:

- The company's sector and products
- Any research done in the company
- Very brief history of the company and your department (foundation date, very major changes), and your role in this department.
- Company statistics (size, organization, etc.)

If you are going to use any material that does not belong to you (e.g., company description taken from a website, company organization chart from company documents, a product list from company website), then do not put them here; instead put them into **appendix**.

5.3. Tools and Techniques Used

Describe tools and techniques required to complete the summer training successfully, including:

- Programming languages: Why did you use a specific language? What are the advantages and disadvantages of that language in comparison to other alternatives?
- Software: Which software packages did you employ?
- Hardware: What hardware components did you use?
- Techniques: Which techniques did you employ (object-oriented programming, network programming, relational database design, etc.)?

5.4. Problems Faced

This section explains your summer training in detail. In one section you may discuss which tools and techniques were used, and why. In this section, you need to show how you used the tools and techniques to solve the problem faced during your internship. Your explanation should be clear enough so that another person reading your report should be able to solve a similar problem.

5.5. Conclusions

Explain how your education helped you successfully complete your internship. In particular, explain which topic in which course was used for what purpose in your project.

Compare your in-class education and assignments with your project assignment during your internship. To what extent they were similar? To what extent they were different?

Explain how your internship can help your education. What new concepts have you learned that can be used during your classwork?

Explain which skills and qualifications you have acquired during your internship, and how they may affect your career in the future. Did this internship change your career goals? What were the main influential parts?