

Preparation and submission of Logbook and Report:

- Record your daily activities (by hand or on the computer) in the Logbook during the summer training.
- After completion of training, obtain approval, evaluation, signature and stamp (or seal) of the supervisor (in the company) for the Logbook.
- Scan all pages of the Logbook.
- Upload as a pdf file to Teams. **The Logbook file names should be:**
 - **For 40 days:** StdID_NameSurname_Logbook.pdf
 - **For 20 + 20 days:** StdID_NameSurname_Logbook1.pdf, StdID_NameSurname_Logbook2.pdf
- Deliver the hard copy of the Logbook to the secretary by the announced date of the beginning of the semester.
- Write the report using the Report Template.
- Upload as a word file to Teams. **The report file names should be:**
 - **For 40 days:** StdID_NameSurname_Report.doc
 - **For 20 + 20 days:** StdID_NameSurname_Report1.doc StdID_NameSurname_Report2.doc
 - **For Re-write reports:** Append word "Corrected" (StdID_NameSurname_Report_Corrected.doc, StdID_NameSurname_Report1_Corrected.doc StdID_NameSurname_Report2-Corrected.doc)

Günlük (logbook) ve raporun hazırlanması ve teslimi:

- Yaz stajı sırasında Logbook'a günlük aktivitelerinizi (elle veya bilgisayarda) kaydedin.
- Stajı tamamladıktan sonra Logbook'u şirket amirine onaylatıp, imzalatıp ve kaşelettirdikten (mühürlettirdikten) sonra teslim alın.
- Logbook'un tüm sayfalarını tarayın.
- Teams'e pdf dosyası olarak yükleyin. **Logbook dosya adı şu olmalıdır:**
 - **40 gün için:** StdID_NameSurname_Logbook.pdf
 - **20+20 gün için:** StdID_NameSurname_Logbook1.pdf, StdID_NameSurname_Logbook2.pdf
- Logbook'un basılı kopyasını (original halini) yarıyılın başlangıcının duyurulan tarihine kadar sekretere teslim edin.
- Raporu, Rapor Şablonu'nu kullanarak yazın.
- Teams'e word dosyası olarak yükleyin. **Rapor dosya adı şu olmalıdır:**
 - **40 gün için:** StdID_NameSurname_Report.doc
 - **20+20 gün için:** StdID_NameSurname_Report1.doc, StdID_NameSurname_Report2.doc
 - **For Re-write reports:** Append word "Corrected" (StdID_NameSurname_Report_Corrected.doc, StdID_NameSurname_Report1_Corrected.doc StdID_NameSurname_Report2-Corrected.doc)