**INTERNSHIP REPORT GUIDELINE**

**NOTE: The internship report should be in the order given below and contain all the relevant headings!**

**NOTE: Figure, picture etc. must be stamped and signed by the business official!**

**OUTER COVER**

**DAILY WORKS FORM**

**CONTENTS**

**INDEX OF FIGURES**

**INDEX OF TABLES**

**INDEX OF ABBREVIATIONS**

1. **INTRODUCTION**
   1. General information on the internship type.
   2. Summary information about the report content.
2. **BUSINESS FIELD OF ACTIVITY AND SECTOR INFORMATION**
   1. What is the full name of the business? When was it founded and where is it? (Short history and full address should be specified.)
   2. What is the company type? (Anonymous, limited etc.)
   3. What products does the business produce?
   4. Explain the place of the sector in which the business is operating in the country's economy and its relations with the relevant sectors.
   5. Give information about the software and hardware products used in the business. Specify details such as software architectures and development environments used. Explain what the hardware requirements for this software are to work.
   6. If hardware internship is done, please provide information about the network architecture in the institution and the use of software and hardware products running on the network.
3. **MANAGEMENT AND ORGANIZATION**

3.1. Provide information about the strategic planning process of the business and provide information about the vision, mission, main strategies, goals, etc. Examine the relationship between

3.2. Draw the organizational chart of the business and briefly explain the authorities and responsibilities of each unit according to the organizational chart.

3.3. Explain the current performance appraisal system used in the business.

1. **REVIEW OF COMPUTER APPLICATIONS**

4.1. Give information about the equipment used in the business.

4.2. Give information about the operating systems, programming languages ​​and package programs used in the business.

4.3. By introducing the package programs used in the business, explain systematically in which jobs and how they are used.

• Web Security

• Web Application Development

• Database Systems

• Network Software

• Firewall, pop3 server, smtp server, ftp server software

• Desktop software

• Graphic Design Tools

• Project management Tools

• Version control and continuous integration software

• Other (explain if any)

4.4. Addressing any problem or routine operation in the business; Perform a task assigned to you by the engineer responsible for the internship. This task must necessarily require writing code. Add the program used to your internship CD and place the codes at the end of the internship report.

4.5. Explain the activities and measures taken for information security in the enterprise.

1. **CONCLUSION AND RECOMMENDATIONS**

5.1. Your internship will be difficult for you, the experience it adds to you, etc. evaluate from the side.

5.2. Explain the problems you see in the institution/organization where you did your internship.

5.3. Discuss the differences between computer engineering and other engineering branches in terms of authority and responsibilities in hardware/software based on your internship experience.

5.4. If there is a computer engineer working in the company, write your thoughts about the work they have done.

**RESOURCES**

The sources used in the report, if any, are given in this section.

**ATTACHMENTS**

It can consist of all kinds of pictures, drawings and files with permission from the enterprise and signed.