

## Contents of FDE 300 Report

### 1. Cover Page

Name & surname of the student  
Name of the institution  
Summer practice course code (FDE300)  
Semester (20..-20.. fall/spring)  
Summer Practice Period  
Contact information of the student (mail address)

1. **Table of Content** with the corresponding page numbers, which are properly lined.

### 2. Description of the Institution

Institution name  
Institution address  
Organizational structure of the institution

### 3. Main Report

#### 4a. Factory internship

Raw material and product capacity of the factory  
Flow chart of the process (**All parameters including but not limited to temperature, time, flow rate..etc.**)  
Description of the processes with the equipment and operating conditions  
Quality control tests (the procedures should be given in Appendix)  
Purchasing and marketing unit  
Research and Development (R&D) unit

#### 4b. Laboratory internship

Detailed Procedures of the Analyses  
Theoretical Background and Principles of the Analyses Conducted in the Laboratory

### 4. Conclusions and Observations

This section should contain the answers of the following questions:  
How did you arrange your internship? (kariyer.net, personal reference, company web-site, etc.)  
Did you participate application of any analyses? Which ones? Were you volunteer to work?  
Describe the work environment in the lab (workload, communication between people... etc.)  
State one strength and weakness you noticed about yourself during summer practice.  
Were you satisfied with your internship, pleased to be there as an intern?  
Do you want to work in this institution after graduation? Why?  
Do you recommend your friends to do summer practice in this institution?

### 5. References

Give in-text and end-text references in APA format

### 6. Appendix

- The **objectives** and procedures of quality control tests.. **What are the critical limits for the tested quality parameters? Check the Turkish regulations for the limits.**
- Do not forget to give numbers and explanation for any of the figures, photos and tables that will be included in this part. **Give figure/table captions.**

NOTE: Reports with any missing part will directly fail.