

FDE 400
SUMMER PRACTICE AND REPORT OUTLINE

- Students should check the sector in which they are planning to make their summer practice in the sector list of the Food Engineering Department. If the sector is not in the list, they should consult the summer practice committee.
- The summer practice report should be in English. The deadline to submit the report would be in **November** for Fall semester and **March** for the Spring semester. For the exact report submission date, attend the compulsory course meeting in the beginning of each semester that will be announced by email after the add-drops.
- Reports will be uploaded to Turnitin through ODTU Class. Internship diaries are no longer necessary and excluded from the report. Similarity should not exceed 20 %. Reports exceeding the range will not be accepted.
- Reports with minor errors will be returned for revision; however, reports with major errors (i.e flow charts missing or not drawn correctly or stoichiometric calculations not properly conducted) will directly **FAIL**: No chance of revision will be given.
- Sample report templates will be uploaded to ODTUClass in the beginning of semester.

Summer Practice reports should contain the following sections:

1. Cover Page

Name & surname of the student
Name of the company
Summer practice course code (FDE300/400)
Semester (20..-20.. fall/spring)

2. Table of Contents with the corresponding page numbers, which are properly lined.

3. Description of the Company

Company name
Company address
Organizational structure of the company
Number and duties of engineers employed

4. Main Report:

Description of the process with the equipments and operating conditions.
Flow chart of the process.
Raw material and product capacity of the factory
Quality control tests (the procedures should be given in Appendix).
Purchasing and marketing
Research and Development (R&D) unit.

5. Conclusions and Observations

Describe your experiences
Describe the work environment and problems in the work environment.
Describe ONE of the greatest strengths you realized about yourself during your work
Describe ONE area of weakness that you realized about yourself during your work.
What were the positive aspects of this experience?
Would you recommend this organization to other students for summer practice? Why?

6. References

The references should be in American Psychological Association (APA) format

7. Appendices

The appendix shall consist

- Mass and energy balances for one selected unit with the references of physical and chemical property data used in the calculations.
- The procedures of quality control tests,
- The photos, etc.

NOTE: Reports with any missing part will directly fail!