

INTERNSHIP REPORT GUIDELINE (IRG)

Please strictly follow the guidelines and be consistent throughout your document.

A. Content and logical organization related guidelines:

1. **“Weekly report (Haftalık Rapor)”** should sum up your internship process, without going into technical details. 1/2 or 1 page per week is enough.
2. You’re not allowed to remove **“Abstract (Özetçe)”** section from your report. The things that you’re expected to write here is clearly stated in “Internship Report Template.”
3. Table of Contents, List of Tables, List of Figures pages should appear in your report and indicate the page numbers of corresponding topic, table or figure. If there is no entry (you may not have a table for example), then you can remove that page from the report.
4. **“Acknowledgements (Teşekkür)”** section is optional.
5. **“Job Background (İş Arka planı)”**, **“Organization (Organizasyon)”**, **“Project Management (Proje Yönetimi)”** and **“Development Environment (Geliştirme Ortamı)”** sections should briefly inform the reader about the company and department, its hardware/software systems and resources, its field of interest, its target group, its organization, your supervisor during the internship period etc. Use your own sentences. Do not directly copy the information taken from company website. Also, do not use anecdotal remarks about the company.
6. **“Technical Details (Teknik Detaylar)”** section is the most important part of your report. It should immediately be subdivided into the following sections:
 - i. **“Requirements (Gereksinimler)”** which provides information about the tasks assigned to you. What was the motivation behind the project that you took part or why was such a module required for that specific project? By going into more details, what were the functional and non-functional requirements that you followed and tried to realize? You can also mention about the hardware/software environment and software tools used, within this section. Here are some specific examples: a responsive template should be selected for the website, only the alphanumeric characters are accepted in username, players must be able to change their characters during the game, fonts should be compatible with all the browsers, client IP addresses should be retrieved from DHCP server, research on Bayesian classifiers should be performed from resources [i], [j], the popular version control systems should be investigated, etc. The number of examples can also be increased by including some non-functional requirements about performance, efficiency, robustness, privacy, security, reusability, etc. issues.

- ii. "Design Process" and "Design Details" sections can be merged as "**Design Process and Details (Tasarım Süreci ve Detayları)**" section, which states Design methods used and/or learned. Explain your way of solving the problem (algorithm). While doing so, you can exploit from UML diagrams (but you don't have to), various Visio diagrams etc. You can also share and comment about the interfaces that you've designed.
- iii. "**Implementation (Uygulama)**" section should be written as if you're documenting about (commenting on) your program to make it clear for your other colleagues/other coders, so that they can modify/use it later on. Document about your functions, procedures, variables, etc. From this section, refer to your source codes in the Appendix section, if you provided any.
- iv. "**Test (Sinama)**" section should include test cases and their outputs clearly. If any test tool is used, this tool can also be introduced in this section.

These subsections should totally occupy **at least 10 pages** for a 20-day internship.

7. In the "**References (Kaynakça)**" section, list references to papers, documents, textbooks, web pages, user manuals, source codes, libraries etc. by numbering them consecutively. Make sure that you follow a specific style. Here are some examples for APA style citation:

An example for a website article:

- [i] Wakefield, J. (2016, October 23). AI predicts outcome of human rights cases. Retrieved from <http://www.bbc.com/news/technology-37727387>

An example for a website article without an author:

- [i] Knapsack Problem. Retrieved from https://en.wikipedia.org/wiki/Knapsack_problem (Accessed: 2016, October 28)

An example for a book:

- [i] Heineman, G. T., Pollice, G., & Selkow, S. (2016). Algorithms in a Nutshell: A Practical Guide. "O'Reilly Media, Inc." (where, $i \in \{1,2,3,\dots\}$)

On the other hand, if you want to cite to an academic paper or a textbook, then use: <https://scholar.google.com.tr/>

8. "**Appendix (Ek)**" section is not a must. You may have some relevant attachments which includes too detailed information for the report itself but you think it is good to share them (e.g. source codes, figures, tables, program specification documents, etc.) So put them to this section (or sections). If you have only one appendix, then call it as **Appendix**; otherwise label each one with a letter (**Appendix A, Appendix**

B, etc.) Refer to the attachments by writing (**see Appendix A**) from the text. This section should appear at the end of the report.

B. Style, formatting, spelling, grammar, and punctuations related guidelines:

1. Paper size: **A4**, Orientation: **Portrait**
2. Use font **Times New Roman** with size **12 points** for both Weekly Report and Internship Report (Font faces and sizes for Internship Report are already set.)
3. Line spaces: **1.0 (single space)**
4. Set the margin to **2.5 cm** at the top and the left and right sides and **2 cm** at the bottom.
5. Align text to both the left and right margins. (**Justified**)
6. Place **single space** between paragraph-paragraph and heading-paragraph. Also, indent the first line of each paragraph.
7. Keep away unnecessary gaps in your report.
8. Number the pages. (Actually, the pages of "Internship Report Format" are already numbered.)
9. Number each figure, table, code segment, etc. consecutively and add a meaningful caption to each. Refer them inside the text using these numbers. Number and caption of a figure should appear **below the figure**. Number and caption of a table should appear **above the table**.

An example: "...nodes are connected in a daisy chain by a linear sequence of buses as shown in Fig. 1(a). " → referring the figure inside the text.

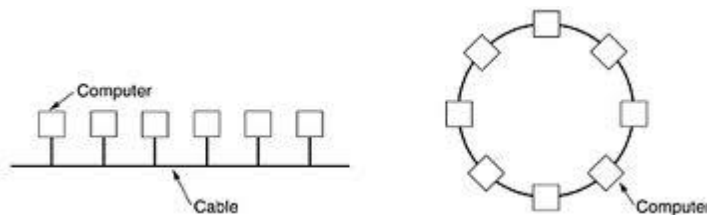


Fig. 1 Two broadcast networks. (a) Bus. (b) Ring.

10. Provide proper citations when you summarized or paraphrased a source, benefitted from a material. Each of the references placed under "References" should be cited in the body of the report, using the standard way.

An example (in-sentence): The algorithm introduced in [i], sorts an array of elements by comparing each adjacent pair and by swapping them if they are in wrong order.

Another example (at the end of sentence): Knapsack problem is a well-known NP-hard problem which asks that how many of a given set of weighted items can be packed into a bag (which determines the upper limit), such that the total weight becomes as large as possible [i].

Also, give cites for the sources of figures, tables, and code segments.

An example: *Fig. 1 Two broadcast networks. (a) Bus. (b) Ring.[i]*

- 11. Do not copy the exact text from an original source** unless you're quoting an aphorism, a well-known or effective definition, an apothegm etc., by mentioning the author name (**e.g.** As Edsger W. Dijkstra told, "It's not the task of the university to offer what society asks for, but to give what society needs." in a meeting with software engineering students.) Instead, summarize or paraphrase it with your own words. You should be aware about the seriousness of **plagiarism** issue.
- 12. Each main heading has to be placed at the top of pages.**
- 13. Headings (main or not) cannot be placed at the end of a page without any content below.**
- 14. For the first use of an abbreviation, you should indicate it in its long form.**
e.g. First, Support Vector Machines (SVM) then you can use SVM directly.
- 15. Use capital letters for initialism abbreviations (e.g. HTML, not html)**
- 16. Do not include source code in the report unless it is very critical small code segment. If you want to share source codes, put them into the Appendix section.**
- 17. The terms that the reader might not be familiar with, the words in another language (e.g. the English technical terms which seem weird when translated into Turkish), the hyperlinks, and the project-specific names should be indicated by using quotation marks or italic style or something you want.**
e.g. "CustID" is estimated using "Julian Date Algorithm" whose flowchart is given in Fig. 5.
- 18. Be consistent in the language. Translate the headings in "Internship Report" into Turkish if your report is written in Turkish and similarly, translate "Haftalık Rapor" into English if your report is written in English. While translating, you may exploit from the suggestions provided in Section A of this document. Keep away from using words in English, if your report is in Turkish.**

- 19.** Be consistent in your writing style: font type, font size, spacing, justification, indentation, etc.
- 20.** Pay attention to sentence structure, incoherency in the sentences (you may use shorter sentences to avoid incoherency), verb tenses, plurality endings.
- 21.** Pay attention to syntax, capitalization, and punctuation rules.
- 22.** Put a blank not before but after a punctuation.
- 23.** Do not keep away using comma, comma increases clarity.
- 24.** Capitalize the proper nouns.
- 25.** Not 'Í' but 'I' and not 'ı' but 'i' in English.

C. Miscellaneous

- 1.** Company evaluation form has to be enclosed with a stamped envelope.
- 2.** All pages of your draft should be stamped and paraphed/signed.