

**INTERNSHIP LOG BOOK**

**STAJ DOSYASI**

## STUDENT'S :

***(ÖĞRENCİNİN)***

# NAME SURNAME : …………………………………………………

**(ADI SOYADI)**

# NUMBER : …………………………………………………

**(NUMARASI)**

# DEPARTMENT : …………………………………………………

**(BÖLÜMÜ)**

**INTERNSHİP DATE INTERVAL** : ………………………………………………………………………………..

**(STAJ TARİH ARALIĞI)**

**Note**: At the end of the summer practice, the log book should be given to the student in a sealed envelope in order to be delivered to the university or should be posted to the university.

**Not**: Staj bitiminde, bu dosya kapalı ve mühürlü bir zarf içerisinde Üniversiteye iletilmek üzere öğrenciye verilmeli veya üniversiteye postalanmalıdır.

**INTERNSHIP CONTINUE LİST**

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| **WORK DAYS** | **DATE (Day/Month/Year)** | **WORKING HOURS**  **(arrival time-exit time)** | **STUDENT'S SİGNATURE** | **AUTHORİZED DİETİCİAN SİGNATURE** |
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# REGULATIONS OF INTERNSHIP

1. The student’s choice of the place of internship must be approved by his/her advisor.
2. The student will collect the Log Book and Internship Report Guidelines from his/her advisor.
3. As of 2013-2014 academic year, students in the undergraduate programs will complete their internship work coded *STJ001* within one period, (a minimum of *30*

*calendar days)* at the end of year three.

1. The student who has completed the internship will submit both the Log Book and the Report to his/her advisor
   1. by the end of November in the Fall semester
   2. by the end of April in Spring Semester
2. If the student fails to submit the required material by the required date the student will have to wait until the next semester. The log book must be submitted in a closed and sealed envelope.
3. The students may enhance their report by adding photographs or drawing plans and specifications.
4. The Evaluation Committee will evaluate the log books and the internship reports and enter their results as ( S or U ) to be announced within one month.

# INTERNSHIP REPORT GUIDELINES

**Part –A - Information about the company**

1. Name and address
2. Location
3. Size
4. The main product(s)/services offered by the organization
5. Nature of goals (what is the organization trying to accomplish)
6. Major activities ( what tasks are performed)
7. Organizational Chart (if available)

# Part-B

**Write a minimum of 1500 words to explain what you have analysed and learned based on your internship experience. Include the following:**

1. Describe the department(s) in which you were directly involved in. What were your specific job, duties and responsibilities within the organization?
2. What recommendations do you have for the betterment of the organization?
3. Do you feel that this internship has offered you a positive learning experience?
4. Additional requirement(s) of the Department:

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# Report Format Details

## Cover Page Must Include

1. University Name
2. Faculty Name
3. Department Name
4. Student Name
5. Student ID
6. Company Name
7. Dates of Training

# Writing Rules

1 .Table of contents must be provided after a cover page

1. Pages must be numbered.
2. All Margins(Left, Right, Top, Bottom) must be 1 inch.
3. All Headings should be written with ‘Time New Roman’, 12 pts., Bold font. Text should be written with ‘Times New Roman’, 12 pts., Regular font. Text should be justified.
4. All line spacing must be 1.5 points.

**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 1** |
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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 3** |
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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 4** |
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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 5** |
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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 8** |
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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 10** |
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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 11** |
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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 12** |
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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 14** |
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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 15** |
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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 16** |
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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 17** |
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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 18** |
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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 19** |
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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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| **Descrıptıon of Job:** | **Page Number: 23** |
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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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**DAILY WORK SHEDULE**

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| **ASSESSMENT FORM**  DEĞERLENDİRME FORMU | |
| **STUDENT'S ÖĞRENCİNİN** | **NAME**  ADI |
| **NUMBER**  NUMARASI |
| **DEPARTMENT**  BÖLÜMÜ |
| **COMPANY'S İŞYERİNİN** | **NAME**  ADI |
| **FIELD OF SPECIFICATION**  İŞ ALANI |
| **ADDRESS**  ADRES |
| **SUPERVISOR'S DENETLEYENİN** | **NAME, SURNAME**  ADI, SOYADI |
| **STATUS / TITLE**  ÜNVANI |
| **WORKING DEPARTMENT(S)**  **/AREAS *ÇALIŞTIĞI BÖLÜM VEYA ALANLAR*** |  |
| **STARTING DATE: COMPLETION DATE:……………………**  **STAJA BAŞLADIĞI TARİH : STAJI TAMAMLADIĞI TARİH : …………………**  **TOTAL NUMBER OF WORKING DAYS**  **TOPLAM İŞ GÜNÜ SAYISI :** | |

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| **CRITERIA**  KISTASLAR | **EVALUATION (Excellent/Good/Fair/Poor)**  DEĞERLENDİRME (Pekiyi/İyi/Orta/Zayıf) |
| **ATTENDANCE**  **DEVAM DURUMU** |  |
| **INTEREST**  **STAJA İLGİSİ** |  |
| **TECHNICAL KNOWLEDGE**  **TEKNİK BİLGİ** |  |
| **PRACTICAL ABILITY**  **UYGULAMA YETENEĞİ** |  |
| **QUALIFICATIONS** (INITIATIVE, RELIABILITY, RESPONSIBILITY) **NİTELİK** (İNSİYATİF,  GÜVENİLİRLİK, SORUMLULUK VS) |  |
| **OTHER COMMENTS**  **DİĞER DÜŞÜNCELER** |  |

# Date:

(Tarih)

# Supervisor Signature:

(Denetleyenin İmzası)

# Manager Signature:

(Bölüm Müdürü'nün imzası)

# Company Stamp:

(Kurum Mühürü)