

PETE 300 – PETE 400

SUMMER PRACTICE REPORT FORMAT

Format Rules in General:

- Each section should start on a new page
- Use a line spacing of 1.5 for all report
- Text should be 12 pt Arial or Times New Roman
- Section headings, sub-section headings, etc, should be formatted with “Heading 1”, “Heading 2”, etc.

1) Cover Page

This page should include:

- Lecture code and name
- Your name, surname and ID number
- Company name where you have conducted your summer practice
- Location where you have conducted your summer practice
- Date when you have conducted your summer practice

2) Summary (Min 250 words, Max 300 words)

This section should include:

- Company name where you have conducted your summer practice
- Location where you have conducted your summer practice
- Date when you have conducted your summer practice
- Activities conducted

3) Content

This section gives the information about which section on which page (numbering). This section should include:

- Section page numbering
- List of figures
- List of tables

4) Introduction

This section should include:

- General information about the company, activities, history, etc. (Min 150 words, Max 200 words)
- Information about the section that you have conducted your summer practice. (Min 100 words, Max 120 words)

5) Theoretical Information (Min 500 words, Max 600 words)

This section should include the followings:

- Basic theory related with what you have conducted during your summer practice
- Fundamental equations, correlations, charts, software information, etc, that is directly related to what you have conducted during your summer practice

6) Activities (Min 1500 words)

This section format is up to the student. You may write activities as a daily or weekly basis log, or you can directly describe what you have done during your summer practice as a whole. Support your report with pictures (taken by you or supplied by the company during your summer practice), figures, tables, etc. Do not forget to give numbers to each figure and table, write a caption (explanation) for each figure and table that you present, and refer those figures and tables in the main text.

7) Conclusions (Min 200 words)

This section should include:

- Company name where you have conducted your summer practice
- Location where you have conducted your summer practice
- Date when you have conducted your summer practice
- What have you gained out of this summer practice

8) Acknowledgements (Optional)

If you want to thank to anyone who contributed to your summer practice, mention here.

9) References

Give numbers to any reference, book, paper, web site, etc, that you have used during writing this report in the order of the appearance in the main report body.. Do not forget to cite your references in the main report body by noting the reference number after the sentence, paragraph, figure, etc, that you have used.

10) Appendix (Optional)

This section should include the information, documents, figures, tables, pictures, etc, that you do not want to show within the main report body.