

FENS Internship Project (XX 395)

Report, Poster and Digest Guidelines

Summer 2022

General Notes

- Read this document carefully before writing your internship report, poster, and digest.
- Use the internship report and poster presentation as an opportunity to improve your professional writing and presentation skills. You will need these skills all your life.
- If a section/question requires a long answer/list, do not provide all details. For example, do not list the names of 150 products the company is producing.
- The names of your files should adhere to the following convention (using your first name, last name and the date of submission):
XX395_FinalReport_FIRSTNAME_LASTNAME_DDMonthYYYY.doc
XX395_Poster_FIRSTNAME_LASTNAME_DDMonthYYYY.pptx
XX395_Digest_FIRSTNAME_LASTNAME_DDMonthYYYY.pptx
where XX is the abbreviated name of your diploma program (BIO, CS, EE, IE, MAT, ME).
If you are non-IE student submitting multiple documents for two different internships, after YYYY add *_Internship1* and *_Internship2*.
- The size of your report and poster files should be less than 10MB (each). The primary reason for having very large files is using high quality pictures/figures in the document. Learn how to reduce the quality/size of these figures, if necessary.

Internship Report Template

TITLE PAGE (separate page)

This page identifies the topic and author of the work. A well-formatted and professional looking cover page is an ideal way to begin any report. The care taken in preparing the first page of the report creates the impression that the author has taken similar care in preparing the contents of the remainder of the report. The title page should include:

- Header
- Running Head
- Title
- Student Name and ID Number
- Internship Start and End Dates
- Company/Institution Name
- Internship Supervisor
- Submission Date

- Faculty of Engineering and Natural Sciences
- Sabancı University
- Program

ABSTRACT (separate page)

The abstract provides a concise summary of the internship final report. Typically written last, the abstract is prepared after a final reading of the report, during which the reader looks for the report's main ideas. The main ideas in each section are conveyed in the order in which they appear in the report. Given the limit of 250 words, all superfluous ideas and words must be omitted. The abstract should include:

- Company/Institution Description
- Internship Project Description
- Internship Project Analysis
- Recommendations

TABLE OF CONTENTS (separate page)

The table of contents gives the organization of the internship report with section headings and page numbers, helping readers locate desired information. It should use the same headings as the paper; this is achieved by default when the heading style is used properly in MS Word.

Use the heading styles of MS Word to indicate the hierarchy of sections in the document. The headings should be numbered, starting from "1. Introduction". Learn how to use headings properly, and how to automatically generate the "table of contents" for the report

The table of contents should include:

- Section headings and subheadings
- Page numbers

1. INTRODUCTION

In the introduction, give a short overview of the Internship Final Report. The introduction should allow the reader to anticipate what information will be presented in the report and its relevance. The Introduction should include:

- An explanation of the project and its importance
- An outline of the structure and contents of the report

2. COMPANY INFORMATION (3 pages maximum)

- Full title, address, contact telephones, web page
- Short history
- Facilities: Factories, headquarters etc.
- Parent company, partner companies, if any
- Industry, main competitors
- Products

- Major customers
- Major suppliers
- Number of employees
- Organizational chart: Indicate the departments and shortly explain their functions

3. PROJECT BACKGROUND

3.1 Department information (1 page maximum)

- Provide detailed information about the particular department(s) within the company related to your project.
- Provide the names, emails, and the titles of the people with whom you worked closely in relation with the project.

3.2 Status of the project and/or the problem at the beginning (1 page max, excluding figures)

- Describe the business processes related to the project. For example, discuss how the firm is currently conducting project-related activities.
- Explain the information and/or material flows. Consider using process flow diagrams if useful.

3.3 Motivation and/or problem definition (1 page maximum)

- If the project is trying to solve a certain process-related problem, it is very crucial to clearly discuss the symptoms of the problem. If the main project goal is to develop/design a tool/product/software etc., you have to explain the motivation.
- For a process-related problem:
 - **Symptoms:** How does the company know there is a problem to be solved, or a possibility for improvement?
 - **Problem definition:** You should clearly state the problem in a couple of sentences. For example, *“Current xyz procedure is not accurate”, “abc process is missing”, “xyz phase/stage creates bottlenecks”* etc.
- For a tool/product/software:
 - **Motivation:** Discuss the main need for the tool/product/software.
 - **Project description:** Discuss what type of tool/product/software the project is aiming to develop/design.

3.4 Related literature (3 pages maximum)

- Provide background information on the analytical/quantitative methods related to the problem and your solution methodology.
- Include references indicating the sources you benefited from or used in understanding/solving the problem and/or conducting the project.
 - Academic references: Find books and/or academic articles related to your methodology.
 - Industry references: Similar problems may have been faced by other firms. Use your research and search skills to find similar business examples (over the web). Such examples are truly helpful in developing your own solution.

4. INTERNSHIP PROJECT

4.1 Project objective

- This section should be more elaborate than the problem definition and/or the project definition you provided earlier.
- Comment on the boundaries of the project. Indicate what will and will not be considered within the scope of the project.
- Explain how the “project” will address the “problem”.

4.2 My responsibilities

- In some cases, your work is only part of the project. If this is the case, clearly explain what exactly your contribution within the project is.
- List the activities you conducted: collecting data, conducting an analysis, developing a model, running a simulation, running tests, etc.
- Provide information on the roles of the other team members (for small teams).

4.3 Methodology / tools

- Provide a summary of methodologies/tools you use.

4.4 Expected outcome and deliverables

- The outcome of the project should focus on the objective. State clearly how this objective is to be achieved.
- During the conduct of the project and/or at the end, there might be several deliverables.

4.5 Details (10 pages maximum)

- This is where you provide the details of your project work. The exact structure of this section depends on the particular project. You should provide a structured explanation.
- If you use some unique methodology associated with the firm or the business, make sure that you explain it clearly. Do not assume that the reader will be knowledgeable about that particular method.
- If you conduct repetitive work, limit the detailed discussion to a few representative examples. The rest of your analysis should be summarized in an appendix.
- If useful, provide flowcharts, tables and graphs.

4.6 Results (1 page max)

- Has the project been completed? If not, what progress has been made? Provide as many quantitative results as possible. Has the project been implemented (put into action)? When will it be implemented?
- If the project has already been implemented, what has been the impact?
- If it is not going to be implemented, why not?

5. INTERNSHIP EXPERIENCE (3 pages max)

5.1 Learning

- Discuss what you learned from the internship.
- Has the internship experience changed your career plans? If yes, explain shortly.

5.2 Relation to undergraduate education

- Which of the methods/approaches/techniques that you learned in your university courses have you used? Briefly discuss at most three of them.
- Is there any particular skill you wish you had learned at the university?

5.3 Difficulties

- Discuss the three major difficulties you encountered during the internship and how you overcame them.

5.4 A typical day (1 page max)

- Describe a typical day you spent at the company.
- This section can be omitted if the internship is conducted online.

6. CONCLUSIONS (1 page max)

Give a concise summary of the major points of your internship. Discuss major conclusions you have reached as a result of the internship project and internship experience. Do not include any new information or repeat the introduction in this section. The conclusion should include:

- A summary of the project and internship's main points.
- A brief discussion of major conclusions.

7. RECOMMENDATIONS (1 page max)

Describe your recommendations for future Project 302 students. Consider the knowledge that would have helped you prepare for and execute your internship. Summarize the information future Project 302 students need to know and the proactive steps they should take that will allow them to benefit from the internship experience. The recommendations section should include a description of the following:

- The preparations students should make before the internship period.
- Work culture considerations and expectations student might not be aware of. (Be sensitive about the contents of this section, as internship sponsors may request to read these reports.)

8. REFERENCES

A list of references must be included with the relevant information for all sources used in the report. The reference page begins on a new page with the centered heading, References. References are single spaced, but double spaced between each reference. References are alphabetized according to the last name of the author. Left align the first line of each reference. The second and any further lines of each reference are indented five spaces.

Give a book title in italics.

Do not italicize the titles of articles or chapters. Capitalize only the first word of the title and any proper nouns. Capitalize all words in the name of a journal, magazine or newspaper. Italicize the entire name. Use a colon after places of publication. Give the publisher as the last item followed by a period.

Use the pattern: Retrieved + date + from + the URL for Internet references.

Below are some examples for various sources:

- The World Wide Web (www)

Burka, L. P. (1993). A hypertext history of multi-user dimensions. MUD History. Retrieved

October 9, 2006, from <http://www.utopia.com/talent/lpb/muddex/essay>

- Review

Ehrenhalt, A. (1997, February 10). [Review of the book *Virtuous reality*]. *The Weekly Standard*, pp.31-34.

- Article in a journal

McLoyd, V. C. (1998). Socioeconomic disadvantage and child development. *American Psychologist*, 53, 185-204.

Roberts, P. (1998). The new food anxiety. *Psychology Today*, 31(2), 30-38, 74.

Example with multiple authors:

Haerian L., de Mello T.H., Mount-Campbell C.A. (2006). Modeling revenue yield of reservation systems that use nested capacity protection strategies. *International Journal of Production Economics*, 104(2):340–353.

- Book

Thomas, D. (2003). *Working with people with disabilities: Theory and practice*. London: Jessica Kingsley Publishers.

Stubbs, M., Barnet, S. (1993). *The little, brown reader*. (6th ed.) New York: HarperCollins. 64-69.

- Article in an online newspaper

McGrath, C. (2002, June 15). Father time. *The New York Times*. Retrieved October 11, 2006, from <http://nytimes.com/pages/science/index.html>

9. APPENDICES

Appendices are attached to the end of the report, if necessary. Not all reports will include an appendix. An appendix should only be used if some material is discussed, but its inclusion in the report would distract the reader due to its length. Include lengthy data such as computer codes or long mathematical proofs in this section.

Writing Guidelines

- Font: Times New Roman, 12 Point size
- Page margins: 1 inch from all sides
- Paragraph style: Use double spacing. Do not insert an additional space between paragraphs. Indent the first line of each paragraph five to seven spaces (use the tab key). The body text is either justified

or left-aligned (note that the right edge will be jagged when left-aligned), but the abstract is always justified.

- Overall, the report should “look good”. Make sure that you make a final check with print preview before submitting your document. There should not be any empty pages, unnecessary empty spaces, misaligned paragraphs, inconsistent font sizes, etc.
- Do not write as if you are telling a story. Write formally with a structure. Create an “outline” first.
- If your level of English is not sufficient, seek help from Academic Communication at ac@sabanciuniv.edu or the Peer Writing Fellows at writingfellow@sabanciuniv.edu.
- Run spell checks.
- Insert page numbers.
- Consistency issues: Make sure that you read through the whole document before submission for consistency issues below:
 - Consistency in format: This includes, for example, the font types, font sizes, indentations, the justification (left, center, right etc.) of paragraphs, heading styles etc.
 - Consistency in writing style: This includes, for example, the verb tenses used.
 - Consistency in spacing: This includes, for example, margins as well as the spacing between paragraphs, between the lines in a paragraph, and below and above figures.
 - Consistency in use of terms: Do not use more than one term to refer to the same concept.
- Figures & Tables
 - Try to use figures and tables rather than long discussions. This makes your report easier to read and understand.
 - Do not present a figure or a table without a figure/table number and title.
 - If a figure/table is presented, it should be referred to somewhere in the text.
 - Horizontally center the figure/table in the document. The width of the figure cannot exceed the width of the paragraphs. If the figure/table is too wide, consider placing it on a separate “landscape oriented” page.
 - Large figures or tables should be placed in an Appendix.
 - In tables (and also in spreadsheets such as MS Excel), do not use more decimal digits than necessary (for example, more than 2 decimal digits).
- Lists (numbered, bulleted)
 - Try to make use of lists. For example, in explaining the steps of a process, use the following list rather than writing a long paragraph
 - 1)...
 - 2)...
 - 3)...
- Sections and subsections should be numbered according to our template (such as “3.1 Department information”). There should be proper spacing before section/subsection headings. Do not begin a new section if there is little space left at the end of a page. Start a new page instead (using the “page break” button in the “insert” tab).

Guidelines for Poster

Here are the rules and guidelines for the poster document:

- Your slides must be prepared with the same font as in the report (Times New Roman) but with a possibly different font size.
- You should have at most 20 slides (A4-sized).
- Your poster must summarize the motivation and/or problem definition, the objective of the project, the methods & tools used, the outcomes and deliverables, and the results.
- Learn how to make effective presentations (use figures and tables, bulleted lists, avoid excessive written material, etc.). Choose your slide titles wisely.
- As an alternative to a multi-slide (MS PowerPoint) file, you can prepare a real “poster” of your work. There are alternative MS Office tools to help you do this, but instead you may design and develop one single very large MS PowerPoint slide, and arrange everything you want to present on this slide. You can find examples of such posters in the FENS corridors. You may check http://www.posterpresentations.com/html/free_poster_templates.html for alternative templates.

Guidelines for Digest

As a digest, you must prepare a one-slide long PowerPoint document summarizing the project. In your slide, after giving the project title, company name, internship duration, and your name, you must describe/list the project objectives and expectations. This must be followed by a list (or description) of outcomes and deliverables. Here is an example:

[PROJECT TITLE]
.....

[COMPANY NAME/ ADDRESS]
.....

[DURATION OF PROJECT Month, date – month, date, year]
.....

[STUDENT'S NAME/ PROGRAM]
.....
.....

PROJECT OBJECTIVE & EXPECTATIONS
.....
.....
.....

OUTCOMES

1.
2.
3.
4.
5.
6.

The digest must be prepared with the same font as in the report (Times New Roman) but with a possibly different font size.