

Middle East Technical University

Faculty of Architecture

Department of Industrial Design

ID390 Production Internship Report Format

It is recommended that students keep daily notes to use when preparing their internship reports, but an internship report based on these notes should be submitted via ODTUClass until the date announced at the beginning of the semester, not daily or weekly notes. The report should not be shorter than 15 pages and longer than 50 pages and should be written **in the student's own words**.

Internship reports should be written in accordance with the grammar rules, with **A4 size, font size of 12pt, page margins maximum 2.5cm, and line spacing of 1.25 (maximum)**, and must include the following sections.

1. Cover

- Title (Course code and name)
- Student information (name, surname and student number)
- Name of the company
- Internship start and end date

2. Table of contents

3. List of figures

4. Introduction

- a. Aim and scope of the internship
- b. Brief information about the organization

This part should not exceed one page. In this part, you can give information about the topics in the following list.

- *the structure of the organization,*
- *its main areas of activity,*
- *the methods adopted by the organization,*
- *brief information about the equipment and infrastructure, etc.*

(Sharing permission must be obtained for all information and visual materials about the organization to be added to the report. **Please ensure that the information in this section is unlike advertisement content. If you need to**

give information about any institution, organization, or brand in the report, please do not use logos, emblems, etc.)

5. Internship Process

- a. Production organization
- b. Raw and semi-finished materials storage
- c. Production and assembly lines and processes

This section is the most important section of your internship report. Please describe the production workflow in the factory where you did your internship in detail and in your own words in this section. (For example: how many stations there are in the production and assembly line, which processes are performed in which order at these stations, the characteristics of the machines and benches used at these stations, the materials processed and auxiliary materials, and similar details).

- d. Quality control
- e. Product storage
- f. Observations on the reflection of design processes on the production process
- g. Detailed information, tables, visual materials, etc. about the duties and responsibilities taken during the internship process. (Sharing permission must be obtained for all information, tables and visual materials)

6. Conclusion

- a. Self-evaluation regarding the knowledge, skills and experiences thought to be gained during the internship process
- b. The student's opinions about the relationship between the achievements from the courses completed until the internship date and the internship achievements
- c. Comments and suggestions about the internship process

7. References

8. Appendix

Use this section to include additional visuals, drawings, graphics, and other documents that will help clarify your internship process, but that might disrupt the flow of the report if included in the main text (sharing permission must be obtained for all information, tables, and visual materials).