**YILDIZ TEKNİK ÜNİVERSİTESİ**

YILDIZ TECHNICAL UNIVERSITY

****

STAJ DEFTERİ

# PRACTICAL TRAINING DIARY

## ÖĞRENCİNİN

### STUDENT’S

**ADI SOYADI :** .....................................................................

### NAME AND LASTNAME

**BÖLÜMÜ :** .....................................................................

### DEPARTMENT

**ÜNİVERSİTE NO :** .....................................................................

### UNIVERSITY NO

**T.C.**

#### Resim

##### Picture

**YILDIZ TEKNİK ÜNİVERSİTESİ**

YILDIZ TECHNICAL UNIVERSITY

**STAJ DEFTERİ**

# PRACTICAL TRAINING DIARY

**STAJ DALI : ………………………………………………….**

*PRACTICAL TRAINING SECTION*

**ÖĞRENCİNİN ADI SOYADI :** .....................................................................

### STUDENT’S FIRST AND LAST NAME

**BÖLÜMÜ / SINIFI : …………………………………………………...**

### DEPARTMENT / CLASS

**ÜNİVERSİTE NO :** .....................................................................

### UNIVERSITY NO

|  |  |  |  |
| --- | --- | --- | --- |
| **Kurumun Adı**Name and place of company | **Kısım**Department | **Çalışma Süresi /** *Training Period* | **Hafta***Week* |
| **Tarihinden***Starting date* | **Tarihine***Completion date* |
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**DEĞERLENDİRME\***

*GRADING*\*\*

**İşyerine Uyum Çalışkanlık Yetenek**

*Workplace Adaptation* *Diligence* *Capability*

**\*Değerlendirmeyi yapan işyeri sorumlusu (amiri) öğrencinin pratik çalışma sonucunu aşağıdaki ölçütlere göre değerlendirir.**

\*\**The workplace supervisor (manager) who makes the evaluation evaluates the practical work result of the student according to the following criteria.*

**A: Pekiyi** (Very good)**, B: İyi** (Good)**, C: Orta** (Fair)**, D: Geçer** (Pass)**, E: Başarısız** (Fail)

**Staj defterinde yer alan staj içeriği incelenmiş ve uygun görülmüştür.**

*The training content in the practical training diary was examined and approved.*

 …../…./….

 Yetkili Amir / Executive Superior

 (İmza / Signature)

[\*] Bu sayfa şirket yetkilisi tarafından imzalanıp kaşelenecektir.
[\*] *This page must be signed and stamped by the employer*.

................................ Tarihinden ...........................tarihine kadar bir haftalık çalışma

### From ................................ to ..................................weekly service

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| --- | --- | --- | --- |
| GÜNDAYS | YAPILAN İŞLERWORK ACCOMPLISHED | Sayfa No.*Page Nr.* | ÇALIŞILAN SAATWORKING HOURS |
| PazartesiMonday |  |  |  |  |
|  |  |  |
|  |  |  |
| SalıTuesday |  |  |  |  |
|  |  |  |
|  |  |  |
| ÇarşambaWednesday |  |  |  |  |
|  |  |  |
|  |  |  |
| PerşembeTuesday |  |  |  |  |
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| CumaFriday |  |  |  |  |
|  |  |  |
|  |  |  |
| CumartesiSaturday |  |  |  |  |
|  |  |  |
|  |  |  |
| Kısım/*Department* |  | Toplam (*Total*) |  |

**Öğrencinin imzası** :........................................................................................................................

*Signature of trainee*

**Çalıştığı iş yeri ve kısmı** :........................................................................................................................

*Work place and department*

**Kontrol edenin unvanı, adı soyadı** :........................................................................................................................

*Name and title of the controlling superior*

**İmza ve kaşe** :........................................................................................................................

Signature and stamp

................................ Tarihinden ...........................tarihine kadar bir haftalık çalışma

### From ................................ to ..................................weekly service

|  |  |  |  |
| --- | --- | --- | --- |
| GÜNDAYS | YAPILAN İŞLERWORK ACCOMPLISHED | Sayfa No.*Page Nr.* | ÇALIŞILAN SAATWORKING HOURS |
| PazartesiMonday |  |  |  |  |
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| SalıTuesday |  |  |  |  |
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| CumaFriday |  |  |  |  |
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| CumartesiSaturday |  |  |  |  |
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|  |  |  |
| Kısım/*Department* |  | Toplam (*Total*) |  |

**Öğrencinin imzası** :........................................................................................................................

*Signature of trainee*

**Çalıştığı iş yeri ve kısmı** :........................................................................................................................

*Work place and department*

**Kontrol edenin unvanı, adı soyadı** :........................................................................................................................

*Name and title of the controlling superior*

**İmza ve kaşe** :........................................................................................................................

Signature and stamp

................................ Tarihinden ...........................tarihine kadar bir haftalık çalışma

### From ................................ to ..................................weekly service

|  |  |  |  |
| --- | --- | --- | --- |
| GÜNDAYS | YAPILAN İŞLERWORK ACCOMPLISHED | Sayfa No.*Page Nr.* | ÇALIŞILAN SAATWORKING HOURS |
| PazartesiMonday |  |  |  |  |
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| CumartesiSaturday |  |  |  |  |
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| Kısım/*Department* |  | Toplam (*Total*) |  |

**Öğrencinin imzası** :........................................................................................................................

*Signature of trainee*

**Çalıştığı iş yeri ve kısmı** :........................................................................................................................

*Work place and department*

**Kontrol edenin unvanı, adı soyadı** :........................................................................................................................

*Name and title of the controlling superior*

**İmza ve kaşe** :........................................................................................................................

Signature and stamp

................................ Tarihinden ...........................tarihine kadar bir haftalık çalışma

### From ................................ to ..................................weekly service

|  |  |  |  |
| --- | --- | --- | --- |
| GÜNDAYS | YAPILAN İŞLERWORK ACCOMPLISHED | Sayfa No.*Page Nr.* | ÇALIŞILAN SAATWORKING HOURS |
| PazartesiMonday |  |  |  |  |
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| CumaFriday |  |  |  |  |
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| CumartesiSaturday |  |  |  |  |
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| Kısım/*Department* |  | Toplam (*Total*) |  |

**Öğrencinin imzası** :........................................................................................................................

*Signature of trainee*

**Çalıştığı iş yeri ve kısmı** :........................................................................................................................

*Work place and department*

**Kontrol edenin unvanı, adı soyadı** :........................................................................................................................

*Name and title of the controlling superior*

**İmza ve kaşe** :........................................................................................................................

Signature and stamp

|  |  |
| --- | --- |
|  | **Criteria to be Considered While Writing Internship Notebook**  |
| **Structural Requirements** | The first page of the internship notebook must contain the student's picture, company supervisor's evaluation notes, signature and stamp. |
| The “Weekly Service” tables should be completed with dates and all 4 pages should be stamped and signed. |
| The internship notebook must contain the company stamp and the signature of the internship official on days 1 and 20. |
| In the internship notebook, a title such as 1st Day Internship Report, 2nd Day Internship Report should be written at the top of each page for each day. |
| The “Work Accomplished” box located at the top of the internship notebook pages must be filled in completely. |
| **The Basic Rules of Writing** | The internship notebook should be written in daily reports and should be at least 20 pages. |
| Daily reports should be a minimum of 1 page. If the daily report is more than 1 page, this must be indicated in the upper information section. |
| Throughout the internship notebook, the text should be written in 'Times New Roman' format in '12 font size' and the space between paragraphs should be set as '1.5 line spacing'. |
| All paragraphs written in the internship notebook must be 'justified'. |
| There should be no extra spaces between paragraphs, no irregular placement, no shifting of text between pages (text may shift after conversion to PDF). |
| Writing in the internship notebook must start at the top of the page. |
| The articles written in the internship notebook must be in the technical/engineering language (official format). |
| The internship report should not contain copied information from any source (paper, dissertation, thesis, article, book, user manual, internet source, etc.). The information used by citing the source must be written in the student's own words. (Students who do not comply with this warning will be considered invalid). |
| Even if students who do internship together in the same period, in the same workplace and units participate in the same practices, their internship notebooks should not be the same. Students should not collaborate while writing the internship notebook. |
| When scanning the internship notebook, make sure that the pages are scanned in plain text and are legible. |
| **Must Have** | The internship notebook must contain a company flow chart for the relevant work placement (production/forming). Flow charts, management charts, etc. that are not part of the internship should be removed. |
| Daily reports must contain a minimum of half a page of text. |
| In the internship notebook, the Conclusion/Comments page can only be found on the last page. |
| In the internship notebooks, OHS training/information articles and articles about the company should not be more than the first 2 days. |
| At the end of the internship book, the relevant part of the FR-1847 form for internship 1 and internship 2 must be approved and the processes must be marked and attached to the end of the book. |
| **Figure and Table Rules** | Each page of the internship notebook can contain at most one figure and one table. The student can collage more than one figure and give it as a single figure. |
| The figures used in the internship notebook should not cover half of the page and should be of the same size (8x8 cm). |
| The figure number and their names must be written under the figures, tables and schedules given in the internship notebook. The relevant figure should be given in the text on the relevant day (xxxx is shown in Figure 3). |
| The diagrams and tables used in the internship notebook must be related to the internship and must be attached in the correct order (Figure 1, Table 1, etc.). |
| If the figures and tables used in the internship notebook were not taken/drawn by the student, they should be referenced in the bibliography section. |
| **Other Rules** | There should be no missing pages in the internship notebook. |
| In the internship notebook, articles should not be written on the same page for more than one day. |
| The student must submit the internship notebook within 1 month of the end of the internship. |
| In the articles written in the internship notebook, not only theoretical information should be given, but students' own sentences, comments and experiences they have gained should be included in the notebook. |
| There should be no blank pages in the internship notebook. |
| Information on different pages should not be on the same page of the internship notebook. |
| The software used to scan the notebook may add advertisements/brands, etc. These must be removed from the internship notebook. |
| In the internship booklet, the applications that are to be carried out in the internship should be mentioned in the approval form (casting, forming, etc.); however, information about other processes (management, design, filing, etc.) should not be included in the internship booklet. |
| When making revisions, corrections should be made on the revised ledger, not on a new ledger. |

**Important Note:** Do not use the "Enter" key when moving from one page to another. Otherwise, a new page is created and headers cannot be changed. Therefore, 20 additional pages have been added to the Word file to be used when needed, and the excess pages must be deleted when not in use.

Day 1 Orientation Report

PRODUCTION INTERNSHIP;

The company where the internship is done should be introduced. The name, title, address, business, production capacity, general organisation chart and the working areas, duties and functions of all departments and units within this chart should be examined.

SHAPING AND MANAGEMENT INTERNSHIP;

The company where the internship is done should be introduced. The name, title, address, business, production capacity, general organisation chart and the working areas, duties and functions of all departments and units within this chart should be examined.

Information about the trainings received during the orientation should be given and a photocopy of the certificates should be shared in the "APPENDIX" section.

Day 2 Orientation Report

PRODUCTION INTERNSHIP;

The company where the internship is done should be introduced. The name, title, address, business, production capacity, general organisation chart and the working areas, duties and functions of all departments and units within this chart should be examined.

SHAPING AND MANAGEMENT INTERNSHIP;

The company where the internship is done should be introduced. The name, title, address, business, production capacity, general organisation chart and the working areas, duties and functions of all departments and units within this chart should be examined.

Information about the trainings received during the orientation should be given and a photocopy of the certificates should be shared in the "APPENDIX" section.

Day 3 Introduction Report

This section should give brief information about the subject and purpose of the internship. The work areas of the company should be explained in detail and presented as a report. The topic of the internship should be explained with the help of literature, how the internship place will apply the topic in practice and the purpose of your internship in relation to the work of the company should be explained.

Day 4 Entry Report

1. The Section/Department you are in should be introduced in detail. (Figures and pictures can be used.)
2. Explain the place and importance of your department in the factory.
3. Organisation chart of the department should be drawn.
4. Explain the department's raw material input and product output data.
5. If you have worked in different departments, mention them separately.

Day 5 Entry Report

1. The Section/Department you are in should be introduced in detail. (Figures and pictures can be used.)
2. Explain the place and importance of your department in the factory.
3. Organisation chart of the department should be drawn.
4. Explain the department's raw material input and product output data.
5. If you have worked in different departments, mention them separately.

Day 6 Progress Report

1. Taking into account the topics of the internship, the work carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented.
2. Parts drawn during the internship using AutoCad, SolidWorks, etc. should be presented.
3. A work table should be created by listing the work requested from you by the engineer in charge.
4. The flow chart of the product produced in the department should be explained.
5. Maintenance and Repair works, Material Planning and stock management should be discussed in detail.
6. Machinery and equipment in the workshops (e.g. welding workshop, design workshop) should be presented. If you are doing a production internship, you should also be introduced to the melting, etc. processes and the equipment used.
7. If you have been involved in a project during your internship, describe the project in detail and indicate your contribution to the project.

Day 7 Progress Report

1. Taking into account the topics of the internship, the work carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented.
2. Parts drawn during the internship using AutoCad, SolidWorks, etc. should be presented.
3. A work table should be created by listing the work requested from you by the engineer in charge.
4. The flow chart of the product produced in the department should be explained.
5. Maintenance and Repair works, Material Planning and stock management should be discussed in detail.
6. Machinery and equipment in the workshops (e.g. welding workshop, design workshop) should be presented. If you are doing a production internship, you should also be introduced to the melting, etc. processes and the equipment used.
7. If you have been involved in a project during your internship, describe the project in detail and indicate your contribution to the project.

Day 8 Progress Report

1. Taking into account the topics of the internship, the work carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented.
2. Parts drawn during the internship using AutoCad, SolidWorks, etc. should be presented.
3. A work table should be created by listing the work requested from you by the engineer in charge.
4. The flow chart of the product produced in the department should be explained.
5. Maintenance and Repair works, Material Planning and stock management should be discussed in detail.
6. Machinery and equipment in the workshops (e.g. welding workshop, design workshop) should be presented. If you are doing a production internship, you should also be introduced to the melting, etc. processes and the equipment used.
7. If you have been involved in a project during your internship, describe the project in detail and indicate your contribution to the project.

Day 9 Progress Report

1. Taking into account the topics of the internship, the work carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented.
2. Parts drawn during the internship using AutoCad, SolidWorks, etc. should be presented.
3. A work table should be created by listing the work requested from you by the engineer in charge.
4. The flow chart of the product produced in the department should be explained.
5. Maintenance and Repair works, Material Planning and stock management should be discussed in detail.
6. Machinery and equipment in the workshops (e.g. welding workshop, design workshop) should be presented. If you are doing a production internship, you should also be introduced to the melting, etc. processes and the equipment used.
7. If you have been involved in a project during your internship, describe the project in detail and indicate your contribution to the project.

Day 10 Progress Report

1. Taking into account the topics of the internship, the work carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented.
2. Parts drawn during the internship using AutoCad, SolidWorks, etc. should be presented.
3. A work table should be created by listing the work requested from you by the engineer in charge.
4. The flow chart of the product produced in the department should be explained.
5. Maintenance and Repair works, Material Planning and stock management should be discussed in detail.
6. Machinery and equipment in the workshops (e.g. welding workshop, design workshop) should be presented. If you are doing a production internship, you should also be introduced to the melting, etc. processes and the equipment used.
7. If you have been involved in a project during your internship, describe the project in detail and indicate your contribution to the project.

Day 11 Progress Report

1. Taking into account the topics of the internship, the work carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented.
2. Parts drawn during the internship using AutoCad, SolidWorks, etc. should be presented.
3. A work table should be created by listing the work requested from you by the engineer in charge.
4. The flow chart of the product produced in the department should be explained.
5. Maintenance and Repair works, Material Planning and stock management should be discussed in detail.
6. Machinery and equipment in the workshops (e.g. welding workshop, design workshop) should be presented. If you are doing a production internship, you should also be introduced to the melting, etc. processes and the equipment used.
7. If you have been involved in a project during your internship, describe the project in detail and indicate your contribution to the project.

Day 12 Progress Report

1. Taking into account the topics of the internship, the work carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented.
2. Parts drawn during the internship using AutoCad, SolidWorks, etc. should be presented.
3. A work table should be created by listing the work requested from you by the engineer in charge.
4. The flow chart of the product produced in the department should be explained.
5. Maintenance and Repair works, Material Planning and stock management should be discussed in detail.
6. Machinery and equipment in the workshops (e.g. welding workshop, design workshop) should be presented. If you are doing a production internship, you should also be introduced to the melting, etc. processes and the equipment used.
7. If you have been involved in a project during your internship, describe the project in detail and indicate your contribution to the project.

Day 13 Progress Report

1. Taking into account the topics of the internship, the work carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented.
2. Parts drawn during the internship using AutoCad, SolidWorks, etc. should be presented.
3. A work table should be created by listing the work requested from you by the engineer in charge.
4. The flow chart of the product produced in the department should be explained.
5. Maintenance and Repair works, Material Planning and stock management should be discussed in detail.
6. Machinery and equipment in the workshops (e.g. welding workshop, design workshop) should be presented. If you are doing a production internship, you should also be introduced to the melting, etc. processes and the equipment used.
7. If you have been involved in a project during your internship, describe the project in detail and indicate your contribution to the project.

Day 14 Progress Report

1. Taking into account the topics of the internship, the work carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented.
2. Parts drawn during the internship using AutoCad, SolidWorks, etc. should be presented.
3. A work table should be created by listing the work requested from you by the engineer in charge.
4. The flow chart of the product produced in the department should be explained.
5. Maintenance and Repair works, Material Planning and stock management should be discussed in detail.
6. Machinery and equipment in the workshops (e.g. welding workshop, design workshop) should be presented. If you are doing a production internship, you should also be introduced to the melting, etc. processes and the equipment used.
7. If you have been involved in a project during your internship, describe the project in detail and indicate your contribution to the project.

Day 15 Progress Report

1. Taking into account the topics of the internship, the work carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented.
2. Parts drawn during the internship using AutoCad, SolidWorks, etc. should be presented.
3. A work table should be created by listing the work requested from you by the engineer in charge.
4. The flow chart of the product produced in the department should be explained.
5. Maintenance and Repair works, Material Planning and stock management should be discussed in detail.
6. Machinery and equipment in the workshops (e.g. welding workshop, design workshop) should be presented. If you are doing a production internship, you should also be introduced to the melting, etc. processes and the equipment used.
7. If you have been involved in a project during your internship, describe the project in detail and indicate your contribution to the project.

Day 16 Progress Report

1. Taking into account the topics of the internship, the work carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented.
2. Parts drawn during the internship using AutoCad, SolidWorks, etc. should be presented.
3. A work table should be created by listing the work requested from you by the engineer in charge.
4. The flow chart of the product produced in the department should be explained.
5. Maintenance and Repair works, Material Planning and stock management should be discussed in detail.
6. Machinery and equipment in the workshops (e.g. welding workshop, design workshop) should be presented. If you are doing a production internship, you should also be introduced to the melting, etc. processes and the equipment used.
7. If you have been involved in a project during your internship, describe the project in detail and indicate your contribution to the project.

Day 17 Progress Report

1. Taking into account the topics of the internship, the work carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented.
2. Parts drawn during the internship using AutoCad, SolidWorks, etc. should be presented.
3. A work table should be created by listing the work requested from you by the engineer in charge.
4. The flow chart of the product produced in the department should be explained.
5. Maintenance and Repair works, Material Planning and stock management should be discussed in detail.
6. Machinery and equipment in the workshops (e.g. welding workshop, design workshop) should be presented. If you are doing a production internship, you should also be introduced to the melting, etc. processes and the equipment used.
7. If you have been involved in a project during your internship, describe the project in detail and indicate your contribution to the project.

Day 18 Results Report

1. This section evaluates the data and skills acquired during the placement and makes appropriate suggestions for the company.
2. The results of the project and production work should be shared in this section.
3. Explain what the results have brought you and their contribution to your future studies.
4. Your suggestions and improvements related to the enterprise should be shared.

Day 19 Results Report

1. This section evaluates the data and skills acquired during the placement and makes appropriate suggestions for the company.
2. The results of the project and production work should be shared in this section.
3. Explain what the results have brought you and their contribution to your future studies.
4. Your suggestions and improvements related to the enterprise should be shared.

Day 20 Results Report

1. This section evaluates the data and skills acquired during the placement and makes appropriate suggestions for the company.
2. The results of the project and production work should be shared in this section.
3. Explain what the results have brought you and their contribution to your future studies.
4. Your suggestions and improvements related to the enterprise should be shared.

APPENDIX

Annex – 1 **(FR-1847- YTU MME Production and Forming Internship Approval Form)**

Replacement pages;

 Replacement pages;

Replacement pages;

Replacement pages;

Replacement pages;

Replacement pages;

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