



**UNIVERSITY OF TURKISH AERONAUTICAL ASSOCIATION**

**FACULTY OF AERONAUTICS and ASTRONAUTICS**

**INTEGRATED TRAINING REPORT**  
**20...-20... ACADEMIC YEAR**

**STUDENT NAME and LAST NAME:**

**STUDENT ID NO:**

**DEPARTMENT:**

**INTEGRATED TRAINING COMPANY / INSTITUTE/RESEARCH CENTER OR  
ACADEMICIAN NAME:** *(choose the appropriate one. Academician name is only for academic internship!!!!)*

**INTEGRATED TRAINING BEGINNING DATE:** *DD/MM/YY (Write month's name like 30 June 2021)*

**INTEGRATED TRAINING COMPLETION DATE:** *DD/MM/YY (Write month's name like 30 June 2021)*

**INTEGRATED TRAINING COURSE CODE:** *(Write the appropriate one of AEE200/ AEE 250/  
AEE300/ AEE 350/ AST200/ AST 250/ AST300/ AST 350)*

**COMPANY AUTHORIZED PERSONNEL:** *(This part will be filled in by the company  
Authorized personnel.)*

**Name & Last Name:**

**Signature:**

**Company stamp:**

## **TABLE OF CONTENTS**

<b>1. INTRODUCTION.....</b>	<b>5</b>
<b>1.1. Summary.....</b>	<b>5</b>
<b>1.2. Company Information.....</b>	<b>5</b>
<b>1.2.1. Company history.....</b>	<b>5</b>
<b>2. DETAILS OF THE INTEGRATED TRAINING.....</b>	<b>6</b>
<b>2.1. Project of the Internship:.....</b>	<b>6</b>
<b>2.1.1. Aim of the project.....</b>	<b>6</b>
<b>3. CONCLUSION.....</b>	<b>7</b>
<b>4. REFERENCES.....</b>	<b>8</b>
<b>5. APPENDICES.....</b>	<b>11</b>

**LIST OF FIGURES**

**Figure 1. Building of faculty of aeronautics and astronautics. [1]..... 6**

**LIST OF TABLES**

**Table 1. Example Table [1]..... 6**

**DELETE ALL THE PARTS WRITTEN IN RED, DO NOT PRINT THEM: THEY ARE ONLY GUIDELINES TO HELP YOU!!!**

**RULES: (Delete all these written in red after reading):**

- **FORMAT: Write in black color. Make sure that the text is bold/thin.**
- **Font: Times New Roman.**
- **Font size: 12.**
- **Paragraph justified.**
- **Line spacing: 1.5 nk. Just the cover page's line space should be 1.0 nk.**
- **Do not change the styles of the titles/subtitles, paragraphs, figure and table names etc. given here. You can add title/subtitle if you need.**
- **The margins on the page are 3 cm from the top and left, 2.5 cm from the right and bottom. and it should be blocked from both sides (right-left).**
- **Fill in the document.**
- **For 1st degree titles, you should leave a line space before the title and all the letters should be capital. For 2nd degree titles, first letter of the words should be capital. For other degree titles, first letter of the title should be capital.**
- **In your report, you can only include the information that the company permits.**
- **Internship report should not exceed 20 pages!**
- **Print on both pages except the cover page if your report's page number is more than 10. Otherwise, print on one side.**
- **Only spiral binding is accepted.**
  - **Do not submit separate pages. Do not put papers in clear file/folder.**
- **THE COVER PAGE SHOULD HAVE AUTHORIZED PERSONNEL(STAFF) NAME, SURNAME, SIGNATURE, AND COMPANY STAMP. OTHERWISE, YOUR REPORT WILL NOT BE ACCEPTED.**
- **ALL PAGES SHOULD BE SIGNED AND STAMPED BY THE COMPANY AUTHORIZED PERSONNEL. OTHERWISE, THE REPORT IS NOT ACCEPTED.**

- **IF YOU DON'T KNOW HOW TO CREATE TABLE OF CONTENTS, LIST OF FIGURES/TABLES, WATCH THESE VIDEOS.**

- ✓ [https://www.youtube.com/watch?v=SvIVdIixs&ab\\_channel=TopTipBio](https://www.youtube.com/watch?v=SvIVdIixs&ab_channel=TopTipBio)
- ✓ [https://www.youtube.com/watch?v=vUOrUrWeRs0&ab\\_channel=TopTipBio](https://www.youtube.com/watch?v=vUOrUrWeRs0&ab_channel=TopTipBio)

## **1. INTRODUCTION**

### **1.1. Summary:**

**Write the scope of your internship with 3-5 sentences (that is summarize what type of job you did in the company). In your report, you can only include the information that the company permits.**

EXAMPLE: “In this internship, I joined aircraft maintenance activities, and learnt ...”

EXAMPLE: “In this internship, I did CFD analyses/technical drawing ....”

EXAMPLE: “In this internship, I worked in the quality control department and worked with engineers to do .....”

Etc.

### **1.2. Company Information**

Example sentence.

#### **1.2.1. Company history**

**In this section, give information about the company. We expect you to give information such as:**

- **Company name, company place: city, country (if outside Turkey).**
- **What the company does (product/services),**
- **A short company history**
- **Company organization (organization chart, number of employees etc.)**
- **Other information like: some statistics, certificates, customers etc.**

**In your report, you can only include the information that the company permits.**

## 2. DETAILS OF THE INTEGRATED TRAINING

In this section, write what you have done, what you have observed and learnt in the internship. You can put the technical details, definitions, figures, tables etc. (whatever appropriate) about what you have done. If needed, use your own subtitles. The subtitle formats are given below.

In your report, you can only include the information that the company permits.

### 2.1. Project of the Internship:

#### 2.1.1. Aim of the project

These subtitles are the examples. You can change them according to your needs.



Figure 1. Building of faculty of aeronautics and astronautics.

Try to keep the figures smaller than half page and middle of the page. Caption should be at the bottom of the figure. Font size should be 11. [1] Related reference number should be at the end of caption.

Table 1. Example Table.

<u>Example table</u>	<u>Example table</u>
1	2
3	4
5	6

Caption should be at the top of the table. Font size should be 12.

### **3. CONCLUSION**

**In this section,**

- **Write what the benefits of the internship for you are, what you gained in this internship, which skills you gained or improved in this internship.**
- **Compare what you have observed/learnt in this internship with what you have learnt at the university, which courses are related to what you learnt/observed in the internship?**
- **Also, you can evaluate the company the company with the sides you like or dislike about the company you are doing your internship.**

#### 4. REFERENCES

List your references by using the references tool. You should use APA 6th style. IF YOU DON'T KNOW HOW TO REFERENCE ANY SOURCE, WATCH THE VIDEO.

- ✓ [https://www.youtube.com/watch?v=N2yWk0Dlpt4&ab\\_channel=Educationalhub](https://www.youtube.com/watch?v=N2yWk0Dlpt4&ab_channel=Educationalhub)

Examples of the citations:

- **Example paragraph with in-text citation**

A few researchers in the linguistics field have developed training programs designed to improve native speakers' ability to understand accented speech (Derwing, Rossiter, & Munro, 2002; Krech, 2004). Their training techniques are based on the research described above indicating that comprehension improves with exposure to non-native speech. Derwing et al. (2002) conducted their training with students preparing to be social workers, but note that other professionals who work with non-native speakers could benefit from a similar program.

**Reference entry:**

Derwing, T., Rossiter, M., & Munro, M. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, s. 245-259.

Krech, T. K. (2004). Training strategies for improving listeners' comprehension of foreign-accented speech (Doctoral dissertation). University of Colorado, Boulder.

- **Web page with author:**

**In-text citation:**

**Role-play can help children learn techniques for coping with bullying** (Kraiser, 2011).

**Reference entry:**

Kraizer, S. (2011). Preventing bullying. Retrieved from <http://safechild.org/categoryparents/preventing-bullying/>

- **Web page with no author:**

**In-text citation:**



**The term Nittany Lion was coined by Penn State football player Joe Mason in 1904 (All things Nittany, 2006).**

**Reference entry:**

All things Nittany. (2006). Retrieved from <http://www.psu.edu/ur/about/nittanymascot.html>

- **Web page with no date:**

**In-text citation:**

**Establishing regular routines, such as exercise, can help survivors of disasters recover from trauma** (American Psychological Association [APA], n.d.).

**Reference entry:**

American Psychological Association. (n.d.). Recovering emotionally from disaster. Retrieved from <http://www.apa.org/helpcenter/recovering-disasters.aspx>

- **In-text references should immediately follow the title, word, or phrase to which they are directly relevant, rather than appearing at the end of long clauses or sentences. In-text references should always precede punctuation marks. Below are examples of using in-text citation.**

**Author's name in parentheses:**

One study found that the most important element in comprehending non-native speech is familiarity with the topic (Gass & Varonis, 1984).

**Author's name part of narrative:**

Gass and Varonis (1984) found that the most important element in comprehending non-native speech is familiarity with the topic.

**Group as author:**

*First citation:* (American Psychological Association [APA], 2015)

*Subsequent citation:* (APA, 2015)

**Multiple works:** (separate each work with semi-colons)

Research shows that listening to a particular accent improves comprehension of accented speech in general (Gass & Varonis, 1984; Krech Thomas, 2004).

**Direct quote:** (include page number)

One study found that “the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (Gass & Varonis, 1984, p. 85).

Gass and Varonis (1984) found that “the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (p. 85).

**Note:** For **direct quotations of more than 40 words**, display the quote as an indented block of text without quotation marks and include the authors’ names, year, and page number in parentheses at the end of the quote. For example:

This suggests that familiarity with nonnative speech in general, although it is clearly not as important a variable as topic familiarity, may indeed have some effect. That is, prior experience with nonnative speech, such as that gained by listening to the reading, facilitates comprehension. (Gass & Varonis, 1984, p. 77)

- **When using multiple authors' names as part of your narrative, rather than in parentheses, always spell out the word and. For multiple authors' names within a parenthetical citation, use &.**

**One author:** (Field, 2005)

**Two authors:** (Gass & Varonis, 1984)

**Three to five authors:**

**First citation:** (Tremblay, Richer, Lachance, & Cote, 2010)

**Subsequent citations:** (Tremblay et al., 2010)

**Six or more authors:** (Norris-Shortle et al., 2006).

**Also you can look at this website for more examples for APA 6th Style Citation Format.**

- ✓ <https://gouldguides.carleton.edu/citation/APA#s-lg-box-15776388>

## **5. APPENDICES**

**List your appendices here if you have any about your internship.**