

**EUROPEAN UNIVERSITY OF LEFKE**

**FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

**DEPARTMENT OF COMPUTER INFORMATION SYSTEMS**

**CIS 298/398 SUMMER TRAINING I/II (Non-credit) REPORT GUIDELINES**

1. The training should be done in a company:
  - a. working on fundamental areas of Computer Information Systems, such as software companies, data processing centers, hardware manufacturers and data communication companies, or
  - b. using computer-based systems for their business-oriented purposes, such as organizations using computer automation in the manufacturing process, computer aided design and e-commerce technology.
2. The training must be supervised by a computer or electronics engineer or computer information system administrator.
3. Students should record daily activities in the **SUMMER TRAINING LOGBOOK** given them at the beginning of their summer training, including the tasks accomplished and hours spent for the task during the practice and get each page of that signed by their supervisors.
4. The “Summer Training Report” should be written in English and have three major parts: company description, project description, and appendixes as explained below.
  - a. The first part of the report should describe the company (including history, core business, departments, products, and major tools and equipment used for design, development, manufacturing, and testing).
  - b. The second part should describe the project undertaken by the student during the training. The description should include the scope, deliverables, methods, tools used, and the results obtained.
    - i. Table of Contents
    - ii. Introduction (make an introduction about your internship and briefly describe what’s discussed in different parts of the report)
    - iii. Description of the project performed by the student during the training (including scope, methods, and tools used). Make different subsections for different projects undertaken during the internship.
    - iv. Results and References (summarize the results in the projects undertaken during the internship outlining the parts you completed and contributed. Also include your personal views about the company, people, and the work environment. Describe what you learnt during this training.)
  - c. Appendixes (including relevant printed material such as catalogues, plans, product specifications and papers).

The report should be 20 to 30 pages including table of contents, main text (typed 1.5 line-spaced with 12pt fonts and 1" margins all around), figures with figure numbers and captions, and references. Appendixes are additional and there is no page limit for them. All figures, tables etc. must be also numbered appropriately.

5. Do not forget to have your supervisor sign your **SUMMER TRAINING EVALUATION FORM** (in Turkish Staj Defteri) and **bottom of each page of the LOG BOOK**, which is completed during (not after) your internship. The log book format of the Faculty of Architecture and Engineering (FAE) is used and available from the FAE.
6. The duration of the summer training is minimum 20 continuous working days (4 weeks), all of which should be in the same establishment for each of the courses i.e. CIS 298 and CIS 398 (is valid for old curriculum students).
7. Common Failures in Summer Training Report Writing are as follows:
  - Improper use of language in technical writing (ignoring passive voice usage)
  - Mishandling of appendices and references, improper sectioning
  - Misuse of English vocabulary and technical terms, no spelling checks, etc.)
  - Giving no sign of observations made
  - Lack of reason for not supplying data
  - Sloppiness in handling/organizing/reporting on observations
  - Too many unjustified arguments
  - Lack of organization specific aspects. Discussions in too general terms.
  - Arguments not related to a specific organization.
  - Little attempt to relate your observations and experiment with material learned in courses
  - Problem definition too generic not specific to the practice organization. Not well described by facts, charts, or a formal description of the circumstances
  - Standard Report Covers
8. A sample of standard report cover, table of content and its explanation are given below to use:

**CIS 298/398 SUMMER TRAINING REPORT**

Student Name :  
Student ID # :  
ST Date : /7/2007 to /8/2007  
Submission Date : November 30, 2007

ST Company Name :  
Company Division :  
Company Location :  
Company Phone and e-mail :  
Related Field :

Information on ST1 (if your present ST is ST2, answer the following regarding your ST1 (CIS 298):

Location of ST1 (company name and place):

Beginning and Ending Date of ST1:

European University of Lefke  
Department of Computer and Information Systems

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## **1. Introduction**

(make an introduction about your training and briefly describe what's discussed in different parts of the report)

## **2. Company Description**

Describe the company and the department you worked in. History, products and services offered by the company etc. Not to exceed 5 pages. You can copy/paste general information about the company here.

## **3. <Title of project >**

*3.1. Background of the problem and project.*

The remaining of the report should be in your own words.

Description of the project performed by the student during the training (including scope, methods, and tools used). Make different subsections for different projects undertaken during the internship.

Describe results of the project.

## **4. <My Second Project, if any>**

## **5. Summary and Concluding Remarks**

(summarize the results in the projects undertaken during the internship outlining the parts you completed and contributed. Also include your personal views about the company, people, and the work environment. Describe what you learnt during this training.)

## **6. References**

### **Appendixes**

(including relevant printed material such as catalogues, product specifications and papers).