IŞIK UNIVERSITY

INDUSTRIAL ENGINEERING INTERNSHIP REPORT

CHECKLIST

CONTENT

- ☐ Are all sections required in the report written completely and accurately?

- ☐ Are all the tables requested in the report template complete?

- ☐ Are there "Dictionary" and "References" sections under the "Appendix" section in the report?

- ☐ Are there two separate interviews with industrial engineers working in the company?

- ☐ Is a project proposed in the "Project Proposal" part that can be covered in the graduation project and linked to the industrial engineering courses taught? (for INDE3910)

FORMAT

☐	Are all the articles in the report justified?
☐	Is the numbering of all headings correct?
☐	Are paragraph indents set correctly?
☐	Is there page number?
☐	Is the "Table of Contents" without any error?

INTERNSHIP FORM

☐	Is there an internship form?
☐	Is the internship form fully completed?
☐	Is the internship code correct?
☐	Is there a student photograph and student signature in the internship form?
☐	Is there company signature and stamp in the internship form?

INTERN ASSESSMENT FORM

☐	Is there an intern assessment form?
☐	Is the assessment form fully completed?
☐	Are the starting date and finishing date of internship correct?
☐	Are there a company stamp and signature in internship assessment form?