



**YEDİTEPE ÜNİVERSİTESİ**  
**MÜHENDİSLİK VE MİMARLIK FAKÜLTESİ**

**STAJ DEFTERİ**  
*TRAINING DIARY*

<b>ÖĞRENCİ'NİN</b> <b>STUDENT'S</b>	Adı, Soyadı : <i>Name, Lastname</i>
	No : <i>ID</i>
	Bölümü : <i>Department</i>
	Öğretim Yılı : <i>Academic Year</i>

Fotoğraf <i>Photo</i>
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## **Academic Honesty Pledge**

I pledge that this work is my own and that I have neither given nor received any assistance in preparing it.

I understand that all resources in print or on the web must be explicitly cited.

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Name

Date

Signature



## YAPILAN PRATİK ACCOMPLISHMENTS

Şirket Adı ve Adresi <i>Company Name and Address</i>	Bölüm <i>Department</i>	Başlangıç ve Bitiş Tarihleri <i>Starting and Completion dates</i>	Çalıştığı / Çalışmadığı Gün Sayıları <i>Working / Nonworking days</i>	Şirket Yetkilisi İmza ve Kaşe <i>Employer Signature and Stamp</i>
		.../.../..... .../.../.....	...../.....	
		.../.../..... .../.../.....	...../.....	

**Question 1:** What were your expectations for your practical training? Were they met?



TARİH DATE	YAPILAN İŞLER WORK ACCOMPLISHED
..... Pazartesi Monday	
..... Salı Tuesday	
..... Çarşamba Wednesday	
..... Perşembe Thursday	
..... Cuma Friday	
..... Cumartesi Saturday	

ÖĞRENCİ'NİN STUDENT'S	Adı, Soyadı : Name, Lastname
	İmzası : Signature
	Çalıştığı İşyeri ve Kısmı : Work Place

Amirinin Ünvanı, Adı, Soyadı Title, Name, Lastname of the Supervisor
İmza ve Kaşe Signature and Stamp



**Company evaluation:**

**Question 2:** State the company's full name, address, and the name of the department where you conducted your practical training.

**Question 3:** Provide a brief history of the company.

**Question 4:** Write down the mission and vision statements of the company.

**Question 5:** How many people are employed in the company? Provide a breakdown of the personnel (white collar / blue collar)

**Question 6:** Briefly explain the main manufacturing and/or service activities of the company.

**Question 7:** Provide the layout of the factory (if manufacturing company), or the geographical structure of service activities (if service company).

**Question 8:** What is the safety policy of the company? Briefly explain the safety organization in the company.

**Question 9:** Provide the product/service portfolio of the company (i.e. Yeditepe University; graduate, undergraduate studies...).

**Question 10:** Describe the business information system of the company.



**Company evaluation:**

İmza ve Kaşe



**Company evaluation:**



**Company evaluation:**





**Sectoral Information:**

**Question 11:** State the sector that the company operates in.

**Question 12:** What are the specific characteristics of this sector? What is the market share of the company in this sector? Who are the competitors?

**Question 13:** What is the growth trend of the sector with respect to the number of active firms and their total contribution to GDP?



**Sectoral Information:**

İmza ve Kaşe



**Sectoral Information:**

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**Sectoral Information:**

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**Department:**

**Question 14:** Define the function of the department where you were an intern.

**Question 15:** Show the organization chart of the firm and highlight your department.

**Question 16:** Provide the layout of your department.

**Question 17:** Draw a flow chart of the business process that you were most closely involved in.

**Question 18:** List the computer programs used in your department and state their functions.

**Question 19:** List the departments where industrial engineers (IE) and systems engineers (SE) are employed in the company.

**Question 20:** Describe the job definitions of IE and SE personnel.



**Department:**

İmza ve Kaşe



**Department:**

İmza ve Kaşe



**Department:**

İmza ve Kaşe





### Quality Functions

**Question 21:** What is the company's quality policy?

**Question 22:** How is the quality function organized?

**Question 23:** List the company's quality certification(s), if any.



**Quality Functions**



**Quality Functions**

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