**KONYA FOOD AND AGRICULTURE UNIVERSITY**

**FACULTY OF AGRICULTURE & NATURAL SCIENCES**

**[DEPARTMENT OF MOLECULAR BIOLOGY & GENETICS]**

**[DEPARTMENT OF PLANT PRODUCTION & TECHNOLOGIES]**

**[COURSE CODE]**

**PRACTICAL TRAINING I / II REPORT**

**Academic Year/Semester**



**Student’s Name & Last Name**

**Student’s ID Number**

**Performed at**

**Name of the Firm**

**Between**

**2019-xx-xx & 2019-xx-xx**

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# Abstract

Please provide a short (no more than 150 words) abstract in your report.

This abstract should describe your internship in a few sentences: mainly stating where, what you have done and what you learned. Just a general description.

# Introduction of the Company

Please provide detailed information about the company and department where you performed your internship. Mention about company’s business in general, main focus area and function of the department or departments that you have been visited within the company.

Provide the name, address, telephone number, email address, and information about the education of your supervisor (including the name of the university and department from which he/she graduated, and the year of graduation). Additionally, you must list the names of your team members and their backgrounds.

Also please provide information about other interns, if there were any, including their universities, backgrounds etc.

# Technical Background

Please provide a detailed background information on scientific or technical works that were carried out in the department or departments where you performed your internship. You should also mention about any equipment or software that are used in these departments.

# Internship’s Work

Please provide a brief summary of the work you have done, the motivation behind it, and the significance of the work that you have done in the overall project.

# Materials and Methods

In this section you should provide a detailed information about equipment and materials that you have used and methods that you have followed during your studies you have done. This part is similar to a regular laboratory report material and methods section.

If your internship did not involve any laboratory or field work, you can still provide a detailed methodology for your work done.

# Results

In this section you should provide any results that you have obtained as a result of your work done during your internship. If you were in a project, then this is as easy as writing a laboratory report’s result section.

If you were doing some routine work you can still provide information about the outcomes of your parts in this routine workflow.

# Conclusion

In this section you should provide a general summary of what you have performed, learnt and achieved as the result of your internship.

# Appendix

## Internship Notebook

This is the notebook that you will be filling each day of your internship about your activities. In general, it is similar to a regular laboratory or field study notebook that you keep during your classes.

* The notebook size should A4 or similar. Small “agenda” type notebooks will not be accepted.
* The notebook should be staple or stitched binding for durability reasons. Wirebound or spiral notebooks will not be accepted.
* Any ruling is acceptable (line, plain, grid, dot grid etc.).
* The first 5 pages of the notebook should be kept empty.
* All pages should have page numbers and date on the top right corner.
* All pages should have student’s and supervisor’s signature at the bottom.

## Student Evaluation Form

This form can be obtained from the FANS web page or class web page.

You should fill necessary information as instructed on the form, then it will be completed by the supervisor, signed and sealed in an envelope. A signature on the seal is also necessary.

The signed and sealed evaluation form should be directed to our faculty secretary either by you or mail.

## Intern Self-Evaluation Form

This form can be obtained from the FANS web page or class web page.

The purpose of this form is to evaluate the company where you have completed your internship, as well as to gather statistical data for future trainees.

Any information that you will be provided will be used for internal purposes and will never be shared with the company.