

 **F.M.V. IŞIK ÜNİVERSİTESİ**

**SANAT, TASARIM VE MİMARLIK FAKÜLTESİ**

**İÇ MİMARLIK VE ÇEVRE TASARIMI BÖLÜMÜ**

**IŞIK UNIVERSITY**

 **FACULTY OF ART, DESIGN AND ARCHITECTURE
DEPARTMENT OF INTERIOR ARCHITECTURE**

**AND ENVIRONMENTAL DESIGN**

**STAJ DEFTERİ / INTERSHIP NOTEBOOK**

AD VE SOYAD / NAME AND SURNAME:

OKUL NUMARASI / STUDENT NUMBER:

STAJ YERİ / COMPANY:

STAJ NO / INTERNSHIP NO:

TOPLAM ÇALIŞMA GÜNÜ / TOTAL WORKING DAYS:

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### **Staj Programı ve Onay Sayfası**

#### Resim / Photo

### **Internship Program and Approval Page**

**ÖĞRENCİNİN / STUDENT**

Numarası / Number : .....................................................

Soyadı, Adı / Surname, Name : .........................................

Bölümü / Department : Interior Architecture and Environmental Design

**STAJ YAPILAN KURUMUN /** **COMPANY / ORGANIZATION INFORMATION**

|  |
| --- |
| Kurum Adı ve Açık Adresi/Name and Full Address of the Company: Onaylayan Yetkilinin Unvanı, Soyadı, Adı/Authorized Person (Title, Name, Surname):İmza ve Kaşe/Signature and Official Seal: |

### **2. Staj Değerlendirme Raporu/Internship Evaluation Report**

**2.1. Önsöz / Preface:**

Yapılan çalışma hakkında kısa bilgi verilir. Önsöz bir sayfayı geçmemelidir. **(BU KIRMIZI BİLGİLENDİRME YAZISI TAMAMLANDIKTAN SONRA SİLİNMELİDİR)**

A brief description of the work carried out is provided. The preface should not exceed one page. (**THIS RED INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.**)

**2.2. Kurum tanıtımı / Company-Organization Introduction:**

Staj çalışmasının yapıldığı işletmenin tanıtımı, organizasyon yapısı, aktiviteleri, birimleri, personel durumu, üretim, pazarlama ve ürün bilgileri hakkında kısa bilgi verilir. **(BU KIRMIZI BİLGİLENDİRME YAZISI TAMAMLANDIKTAN SONRA SİLİNMELİDİR)**

A brief introduction of the company/organization where the internship was conducted should be provided, including its organizational structure, activities, departments, personnel status, production, marketing, and product information.
(**THIS RED INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.**)

**2.3. Değerlendirme bölümü / Evaluation Section:**

Bu bölümde staj süresince yapılan işler, açıklayıcı bilgiler, öğrenilen sistem ve ürünler, katkı verilen çalışmalar özetlenir. **Staj yapılan her gün için en az bir sayfa rapor doldurulması zorunludur. Doldurulan her sayfanın iş yeri yetkilisi tarafından imzalanması zorunludur. (BU KIRMIZI BİLGİLENDİRME YAZISI TAMAMLANDIKTAN SONRA SİLİNMELİDİR)**

In this section, the work performed during the internship, explanatory information, the systems and products learned, and the projects contributed to should be summarized.
A minimum of **one page of report must be completed for each day** of the internship.
**Each page filled out must be signed by the authorized person of the workplace.**
(**THIS RED INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.**)

**--BU SAYFA KESİNLİKLE BOŞ BIRAKILMAMALIDIR!--**

**--THIS PAGE MUST NOT BE LEFT BLANK!--**

**2.3. Değerlendirme bölümü / Evaluation Section:**

|  |
| --- |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 1st Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |

|  |
| --- |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 2nd Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 3rd Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 4th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 5th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 6th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 7th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **INTERNSHIP DAY: 8th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 9th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 10th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 11th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 12th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 13th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 14th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 15th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 16th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 17th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 18th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 19th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |
| **WORK PERFORMED** *(At least one page of report must be completed for each day of the internship.)* |
| **INTERNSHIP DAY: 20th Day****Date:** | **Scope:** *A brief title describing the work performed during the day should be written here.* **(THIS INFORMATION NOTE MUST BE DELETED AFTER COMPLETION.)** |
|  |
| **Internship Supervisor’s Name, Surname, and Signature:** | **Intern’s Signature:** |

**2.4. Conclusion**

In this section, the knowledge and experience gained by the student through the practical work are explained.

|  |  |
| --- | --- |
| Description of the Work Performed: | Internship Dates: |
| Total Number of Internship Days: |
|  |
| Intern’s Signature: ....................................................................................................................................Title, Surname and Name of the Reviewer: ....................................................................................................................................Signature and Official Seal: ........................................................................................ |

**3. Appendices:**

*In this section, large figures, drawings and diagrams mentioned in the report, as well as any additional materials to be included (such as programs, graphics, photographs, etc.), are attached.*