

# T.C

# UNIVERSITY OF GAZİANTEP

**FACULTY OF AERONAUTICS AND AEROSPACE**

**DEPARTMENT OF AVIATION MANAGEMENT**

STAJ DEFTERİ

# Summer Practice Journal

**GAZİANTEP**

## STAJ RAPORUNUN İLKELERİ

1. Rapor staj programına ve staj ilkelerine uygun olarak yazılacaktır
2. Staj raporu, bilgisayarda Times New Roman font ve 1,5 satır aralığı kullanılarak İngilizce yazılacaktır. Sayfa boşlukları; soldan 3 cm ve diğer taraflardan (sağdan, üstten ve alttan) 2 cm olacaktır. **Rapor günlük olarak yazılacaktır ve bir gün en az bir sayfa olacaktır.**
3. Başlıklar büyük harflerle sayfanın ortasına yazılacaktır. Alt başlıklar ise büyük harflerle yazılacak ve altları çizilecektir. Staj raporundaki tüm metinler için kullanılacak yazı karakter büyüklüğü **12 punto** olup yazı karakter tipi de **“Times New Roman”** olmalıdır. Tüm sayfa numaraları sayfanın alt orta hizasında görünmelidir.
4. Her bir rapor aşağıdaki hususları kapsayacaktır.
5. **İçindekiler:** Rapordaki konu başlıkları ve ilgili sayfa numaraları verilecektir.
6. **Stajın yapıldığı kuruluş hakkındaki bilgiler:** firmanın adı, yeri, kısa tarihçesi, faaliyet alanı, organizasyon şeması, personelin sayısı.
7. **Giriş Bölümü:** Bu bölümde stajın konusu ve amacı hakkında bilgi verilecektir
8. **Ana Bölümler:** Bu bölümde ikinci ve üçüncü yıl öğrencileri için her bölümün istediği yaz stajı programı göz önünde tutularak **işletmede gözlenmiş ve yapılmış her şey ayrıntılı olarak açıklanacaktır.** İlgili veriler, tablolar ve şekiller numaralanmış bir biçimde konulacaktır.
9. **Tartışma ve Sonuç Bölümü:** Bu bölümde stajda edinilen beceriler ve gözlemler özetlenecek, firmanın teknik çalışma performansı değerlendirilecek ve gerektiğinde tavsiyeler yapılacaktır.
10. **Ek(ler):** Raporun ana bölümlerinde yer almayan diğer tüm veriler, tablolar ve şekiller eklenecektir.

## ESSENTIAL FOR SUMMER PRACTICE REPORT

1. The report shoud be in accordance with the requirements of the summer practice programme and principles
2. The report should be written in English on computer using Times New Roman font and 1.5 line spacing. Page margins should be 3 cm from left and 2 cm elsewhere (from right, top and bottom). **The report must be written daily and at least 1 page for 1 day.**
3. The main headings are to be centered and written in block letters. The subtitles must be in small capitals and underscored. The font requirements must be applied to all text including captions, footnotes, citations, etc. and they should be consistent throughout theses. Font size Should be 12 point and font type is "Times New Roman". All page numbers must appear in the bottom center of the page.
4. Each report should contain the following sections:
5. **Contents:** Headings within the report and the corresponding page numbers are listed.
6. **Description of organization where the engineering training took place:** name and location, brief history, main working area, structure, number of personnel.
7. **Introduction:** In this section following, should be presented. Briefly:Purpose and scope of the summer practice
8. **Main Text of the Report:** In this section **everything that has been done and observed in the organization should be explained full detail,** taking in to consideration the program outlined by each department for the second and third year students. The data, tables and diagrams should be numbered and placed in the appendix.
9. **Conculsion:** In this section the student should assess the experience gained as a result of the summer practice. Discussion of the technical operation of the organization and suggestions should also be included
10. **Appendix:** All the data, tables and drawings should be placed in this section.

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 Gaziantep Üniversitesi University of Gaziantep

Havacılık ve Uzay Bilimleri Fakültesi Aviaiton and Aerospace Faculty

 Havacılık Yönetimi Bölümü Aviaiton Management Department

Öğrencinin onaylı fotoğrafı

Certified Photograph of student

 **Öğrencinin Adı Soyadı**:………………………………………………………………….……….

 Name and Surname of Student

**Sınıf ve Numarası :** …………………………………………………………………….……………….

Year and Number

**Kurumun Adı ve Adresi :** …………………………………………………………………...………….

Name and Address of Firm or Organization

**İşe Başlayış ve Bitiş Günü :** …………………………………………………………………………….

Period for Compulsory Practice

**Raporun Sunulduğu Tarih :** ……………………………………………….………….……………….

Submission Date of Report

**Öğrencinin İmzası :** …………………………………………………………...……………….……….

Signature of Student

**Raporu İnceleyen Öğretim Üyesi :** ……………………………………………...….………………….

Report Graded by

**Rapora Verilen Not:** : ………………………………………………………………………………….

Grade Awerded : S/U

**Tarih :** ………………………………………………………………………………………………….

Date

**İmza :** ………………………………………………………………………………………………….

Signature

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 Gaziantep Üniversitesi University of Gaziantep

Havacılık ve Uzay Bilimleri Fakültesi Aviaiton and Aerospace Faculty

 Havacılık Yönetimi Bölümü Aviaiton Management Department

**Öğrencinin Adı ve Soyadı :** ………………………….……………………………………………..…..

Name and Surname of Student

**Sınıf ve Numarası :** …………………………………………………….……………………………….

Year and Number

|  |  |  |
| --- | --- | --- |
| **1) Staj defterinin belirtilen formata uygunluğu, düzeni ve temizliği** | (15 Puan) | (………) |
| General layout, neatness and compliance of the report |  |  |
| **2) Firmanın çalışma alanının ve organizasyonunun tanıtımı**Description of working area and structural organisation of the firm | (15Puan) | (………) |
| **3) Ana rapor** | (40 Puan) | (………) |
| Main Report |  |  |
| **4) Sonuç ve tartışma kısmı** | (30 Puan) | (………) |
| Discussion and Conclusions |  |  |

**Toplam Puan** ( )

Total Mark

Staj Notu : Başarılı / Satisfactory ( ) Başarısız / Unsatisfactory ( ) Grade Awarded

Öğretim Elemanının Adı ve Soyadı : ……………………………...……………………

Report Graded by

Tarih : ……………………………………………………...……………………………

Date

İmza : ………………………………………………………..………………………….

Signature

Değerlendirme Formu / Evaluation Form

|  |
| --- |
| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 1st Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

|  |
| --- |
| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 2nd Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| --- |
| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 3rd Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 4th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| --- |
| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 5th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 6th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 7th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 8th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 9th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 10th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 11th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| --- |
| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 12th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 13th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 14th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 15th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 16th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 17th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| --- |
| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 18th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 19th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |

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| Gaziantep Üniversitesi - Vikipedi*Gaziantep University**Aviation and Aerospace Faculty**Aviation Management Department* |
|  *Days* | *Report* |
| 20th Day.. / .. / …. |   |
| **Student Name/Surname** **Signature** | **Internship Officer Name/Surname****Signature** |