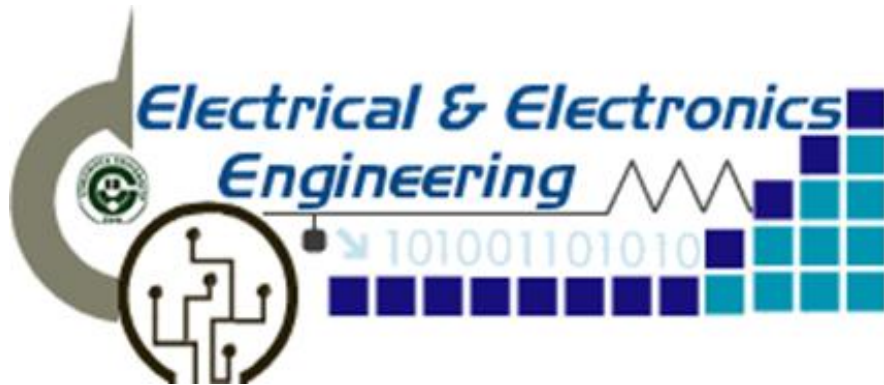




**DEPARTMENT OF ELECTRICAL ELECTRONICS
ENGINEERING
SUMMER INTERNSHIP REPORT**

**YOUR NAME
COMPANY NAME
DEPARTMENT NAME
INTERNSHIP TERM
START AND END DATE**

SUMMER INTERNSHIP REPORT

Student

Name & Surname :

Student Number :

Your Picture Here

Internship

Internship Term :

Starting Date :

Completion Date :

Total Working Days:

Company Name :

Department Name :

Company Address :

Please fill below if this is your second internship term.

First Internship

Starting Date :

Completion Date :

Company Name :

Department Name :

Company Address :

Name and Signature of the Student

Responsible Electrical Electronics Engineer

Name & Surname :

University Name :

Department Name :

Contact Info. :

Diploma Number :

Name and Signature of the Engineer

Name and Signature of Executive Officer

Stamp

PROJECT SUMMARY

Work Days	Date	Name of the Project
1	16.02.2026	Workday Title 1
2	17.02.2026	Workday Title 2
3	18.02.2026	Workday Title 3
4	19.02.2026	Workday Title 4
5	20.02.2026	Workday Title 5
6	23.02.2026	Workday Title 6
7	24.02.2026	Workday Title 7
8	25.02.2026	Workday Title 8
9	26.02.2026	Workday Title 9
10	27.02.2026	Workday Title 10
11	02.03.2026	Workday Title 11
12	03.03.2026	Workday Title 12
13	04.03.2026	Workday Title 13
14	05.03.2026	Workday Title 14
15	06.03.2026	Workday Title 15
16	09.03.2026	Workday Title 16
17	10.03.2026	Workday Title 17
18	11.03.2026	Workday Title 18
19	12.03.2026	Workday Title 19
20	13.03.2026	Workday Title 20

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.4. Day4: Workday Title 4	10
3.5. Day5: Workday Title 5	11
3.6. Day6: Workday Title 6	12
3.7. Day7: Workday Title 7	13
3.8. Day8: Workday Title 8	14
3.9. Day9: Workday Title 9	15
3.10. Day10: Workday Title 10	16
3.11. Day11: Workday Title 11	17
3.12. Day12: Workday Title 12	18
3.13. Day13: Workday Title 13	19
3.14. Day14: Workday Title 14	20
3.15. Day15: Workday Title 15	21
3.16. Day16: Workday Title 16	22
3.17. Day17: Workday Title 17	23
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Name and Surname of the Responsible Engineer		Stamp and Signature	
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1. COMPANY DESCRIPTION

Prefilled explanatory lines, comments and place holders must be either deleted or replaced within the file.

This section should provide a description of the company and department where the internship was completed. Company history, products, services, and related information may be included.

Length should not exceed 5 pages.

General company information may be copied from official sources.

References must be provided.

This section cannot be counted as an internship workday.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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2. INTRODUCTION

Prefilled explanatory lines, comments and place holders must be either deleted or replaced within the file.

This section should introduce the internship and briefly describe the topics covered throughout the report.

Length should not exceed 3 pages.

The title and order of this section must not be changed.

This section cannot be counted as an internship workday.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3. WORKDAYS

Day 1

Date: 16.02.2026

3.1. Workday Title 1

Prefilled explanatory lines, comments and place holders must be either deleted or replaced within the file.

This section should present the summary of each day separately with important details.

Length should be at least one full page per day.

The internship report can be completed by editing the designated sections of the template.

The report must be printed with blank pages on the left and content pages on the right.

One report page must be printed per A4 sheet.

Each workday must consist of a minimum of one page and maximum of seven pages.

At the beginning of each new workday, the day number and date should be aligned to the right, followed by the title aligned to the left.

Continuing pages of the same workday should not repeat the date or title.

Paragraph formatting:

- First-line indent: 0.4 cm
- Font size: 11 pt
- Font: Times New Roman
- Single line spacing
- Before paragraph: 0 pt
- After paragraph: 6 pt
- Justified alignment
- Additional spacing between paragraphs should not be inserted.

Workday titles, dates, and day numbers must exactly match the Project Summary section.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.2. Workday Title 2

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.3. Workday Title 3

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.4. Workday Title 4

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.5. Workday Title 5

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.6. Workday Title 6

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.7. Workday Title 7

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.8. Workday Title 8

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.9. Workday Title 9

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.10. Workday Title 10

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.11. Workday Title 11

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.12. Workday Title 12

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.13. Workday Title 13

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.14. Workday Title 14

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.15. Workday Title 15

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.16. Workday Title 16

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.17. Workday Title 17

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.18. Workday Title 18

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.19. Workday Title 19

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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3.20. Workday Title 20

Explain the day.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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4. SUMMARY AND CONCLUDING REMARKS

Prefilled explanatory lines, comments and place holders must be either deleted or replaced within the file.

This section should explain:

- What was learned during the internship.
- How the acquired knowledge and experience contributed to your development.
- The benefits gained as an engineering student.
- The outcomes of projects undertaken during the internship.
- Tasks completed and contributions made.
- Personal observations regarding the company, employees, and working environment.

This section cannot be counted as an internship workday.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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5. REFERENCES

1. This line is adjusted for references (delete it with first entry).
- 2.

Name and Surname of the Responsible Engineer		Stamp and Signature	
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