**İZMİR DEMOKRASİ UNIVERSITY**

**FACULTY OF ENGINEERING**

**BIOMEDICAL ENGINEERING DEPARTMENT**

**INTERNSHIP REPORT**

**Name Surname :**

**No :**

**Class :**

**<Report Writing Date>**

**REGISTER SUPERVISOR OF THE INTERN:**

**NAME AND SURNAME:**

**SIGNATURE AND STAMP:**

**HOSPITAL NAME:**

**ADDRESS :**

**INTERNSHIP DATE: Start: End:**

**Phone number:**

**WEBSITE:**

**INTERNSHIP APPROVAL:**

**INTERNSHIP REPORT APPROVAL:**

***\*\*\* THE TEMPLATE MENTIONED BELOW IS GIVEN AS AN EXAMPLE FOR THE REPORT YOU WILL PREPARE. YOU CAN CHANGE THE TITLES AND SUB-TITLES ACCORDING TO THE SCOPE OF YOUR INTERNSHIP.\*\*\****

***NOTE: EACH PAGE OF THE INTERNSHIP REPORT WILL BE SIGNED BY THE REGISTER SUPERVISOR OF THE INTERNSHIP.***

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**1.4 Operating room, polyclinics, imaging center etc. in the hospital. information about the structures, capacities of the units**

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**Annex 1**

***\*\*\*IN THIS SECTION OF THE INTERNSHIP REPORT, THE FOLLOWING MAIN TOPICS WILL BE ANSWERED.\*\*\****

***NOTE: EACH PAGE OF THE INTERNSHIP REPORT WILL BE SIGNED BY THE REGISTER SUPERVISOR OF THE INTERNSHIP.***

**SECTION 1- GENERAL DESCRIPTION OF THE ORGANIZATION**

**1.1. Brief history of the hospital introducing its development**

**1.2. The number of beds in the hospital, the names of the basic medical branches in the hospital**

**1.3. Operating rooms, polyclinics, imaging centers, etc. in the hospital. information about the structures and capacities of the units**

**\*\*\* THIS SECTION MAY VARY DEPENDING ON HOSPITAL WHERE YOU PERFORM YOUR INTERNSHIP. YOU CAN CHANGE TITLES AND SUB-HEADINGS.\*\*\***

**NOTE: EACH PAGE OF THE INTERNSHIP REPORT WILL BE SIGNED BY THE REGISTER SUPERVISOR OF THE INTERNSHIP.**

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**\*\*\* THIS SECTION MAY VARY DEPENDING ON HOSPITAL WHERE YOU PERFORM YOUR INTERNSHIP. YOU CAN CHANGE TITLES AND SUB-HEADINGS.\*\*\***

**NOTE: EACH PAGE OF THE INTERNSHIP REPORT WILL BE SIGNED BY THE REGISTER SUPERVISOR OF THE INTERNSHIP.**

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**ANNEX 1**

Write in this part what is the subject of Annex 1

**Internship Report Preparation Rules**

**General Spelling Rules**

The spelling rules to be followed in the preparation of internship reports are given below.

- Internship report must be clear and legible on A4 standard (21 x 29.7 cm) white paper.

- In the internship report, 4 cm from the left edge of the page and 2.5 cm from the other edges should be left.

- One of the 12 font size Times New Roman or Arial Narrow fonts should be chosen and the same character should be used in the entire internship report.

- Internship report must be at least 20 pages long. Diagrams, figures and pictures that are difficult to draw on a computer can be added to the appendices at the end of the report.

- All pages, tables and figures should be numbered. Figures and tables should be as close as possible to the first mentioned place in the text.

- Tables, pictures and shapes can be reduced to 8 font sizes if desired.

- The name of the figures, below the figure; The names of the tables should be written above the table.

- The first page of the report should be the cover page containing the name, surname, number and department information of the student doing the internship.

- Reports are delivered in hardcover or in a file.

**Sections that make up the report**

The sections that should be included in the practical work report are:

- Cover page: It should be in the form specified in the spelling rules.

- Hospital information and confirmation page: This page should contain the name of the institution where the internship is done, the address and the dates of the internship. In addition, this page must be signed and approved by the authorized supervisor in the institution where the internship is done.

- Table of Contents: All sections in the report should be listed as main headings and subheadings by specifying the relevant page numbers.

- Foreword: Brief information is given about the internship. The preface should not exceed one page.

- Hospital introduction: Brief information is given about the introduction, history, structures and capacities of the units of the hospital where the internship is done.

- Examination of the equipment, technical and administrative aspects of the hospital: Technical information about the devices in the units in the hospital, information about their maintenance and repairs are given. Job descriptions of biomedical engineers working in the hospital are explained.

- Report section: In this section, the work done during the internship, explanatory information summarizing the work done during the internship, the devices learned, the studies that the student made one-on-one contribution should be added to Section 3 and summarized. The report should be descriptive of the knowledge and achievements of the student, the experiences he has gained, and should not be limited to describing the devices and systems used by the company.

**Result:** The knowledge and experience that the internship brings to the student is explained in the conclusion section.

**Appendices:** Large figures and diagrams mentioned in the report text and other sections (program, graphics, pictures, etc.) that are required to be added are added to this section.