**REPORT FORMAT**

* + - Paper: A4, portrait
    - Margins: 4 cm top, 3 cm bottom, 2.5 cm right, 3 cm left
    - Font: Arial, 11 point
    - Paragraph: Alignment: justified, Indentation: no empty line between paragraphs, paragraphs begin with a 1.5 cm tab, Spacing: Single space

1. COVER PAGE
   * Course code and student’s name
   * Name of the company where the internship is done
   * Dates during which the internship is done
   * The name of your summer practice advisor
2. ABSTRACT (Max. 1 page)
   * Brief information about the company and the plant
   * Activity area and the main product(s) of the plant
   * Duty of the student during the internship
3. INFORMATION ABOUT THE COMPANY
   * Brief information about the company (max. 1 paragraph, less than 15 lines)
   * Activity area and the main product(s) (technical information, chemical structure, etc. about the product(s))
   * Information on employees (Fill in the table below)

|  |  |
| --- | --- |
| **Type of employee** | **Number of employees** |
| Engineers |  |
| Chemical Engineers |  |
| METU ChE Graduates |  |
| Technicians |  |
| Chemistry technicians |  |
| Workers |  |
| Administrative and other staff |  |

* + Evaluation of the plant’s activity area, place and atmosphere from the viewpoint of chemical engineering (the student’s opinion on the relationship, similarities and differences between what he/she has learned in the curriculum and what is seen in the plant, sustainability, occupational health and safety, environmental awareness, energy efficiency, etc. – max. 2 pages)

1. PROCESS FLOWCHART AND DESCRIPTION
   * Description of the process or process unit(s) where the internship is done and comments. As many figures as necessary. In case the internship is done in an R&D center, information on the center and its activities
2. WORK DONE IN THE PLANT
   * Work done by the student in the plant. In line with the internship diary (min. 2, max. 5 pages)
3. MATERIAL AND ENERGY BALANCE CALCULATIONS
   * A clearly formulated problem from a process unit in the plant. Discuss with your internship advisor and have your problem approved before working further on it.
   * Solution of the problem
     1. The flowchart with all variables and unknowns
     2. Clearly stated assumptions and a clear calculation
     3. A short discussion comparing the results of the calculations with actual data taken from the plant
4. CONCLUSIONS
5. REFERENCES
6. APPENDIX