

ISSUES TO BE TAKEN INTO CONSIDERATION IN THE PREPARATION OF WORKPLACE TRAINING NOTEBOOKS AND PRESENTATIONS

a) The Workplace Training and Practice Book must be in the format given on the official website of the department and must be prepared in computer environment. **Times New Roman, 12-point font** format should be used while preparing the notebook.

b) It is mandatory to have a passport size photograph of the student in the relevant parts of the Workplace Training and Practice Notebook and in the internship registration slip. At the end of the application, each page, including the first page of the notebook, must be stamped and signed by the workplace training official at the company.

c) The introduction of the company where the Workplace Training is carried out (organization chart, history, employees, place in the sector, goals, etc.) should be compiled in a way not to exceed 2 pages and the work done in the relevant units should be written in the notebook in an orderly manner (in the third person).

d) The student must report his/her work in the workplace separately for each work week and document the work and field work by photographing it. Photographs should not be taken from catalogs, internet pages, etc. The student should explain his/her work at the workplace in detail (using working photographs, figures, graphs, block diagrams, flow charts, programs, program algorithms, pricing, etc.). If the student wishes, he/she can videotape his/her work to be used in the interview and present it to the relevant commission in CD format.

e) After the Workplace Training Application notebook is **completely prepared in the computer** environment, the black and white or color notebook printout must be **bound (not spiral)** and submitted to the relevant instructor (Supervising Instructor) assigned by the Workplace Training and Application Commission together with the **internship registration slip in a sealed and sealed envelope** until the requested day. The photo approval page and reports must be complete and in order in the notebook. There should be absolutely no signature, seal, stamp, acceptance or rejection marking in the approval section of the relevant commission or faculty member.

f) The similarity rate of the prepared notebook should not be too high (below 30% is considered very good, 30%-35% is considered good, 35%-40% is considered medium, 40%-45% is considered bad and 45%-50% is considered very bad (notebooks with a similarity rate above 50% are not accepted))

ISSUES TO BE TAKEN INTO CONSIDERATION IN THE EVALUATION OF WORKPLACE TRAINING NOTEBOOKS AND PRESENTATIONS

a) The general notebook layout, spelling rules and company presentation are taken into account in the way the notebook is written.

b) In the general content of the notebook, the order, format and detail of the work done are taken into account.

c) In the weekly work plan and the work done, starting from the first week, what kind of work is done each week under the supervision of whom, the subject of the project worked on, the problems encountered, what kind of solutions are produced and, if any, improved program codes, production, etc. The way in which developments are given is taken into account.

d) In the general evaluation of the presentation, the timeliness of the training received, the characteristics of the presentation, the appropriateness of the color choices, the integrity of the format in the presentation, whether the presentation contains elements such as pictures, images, sound recordings, animations and simulations, as well as compliance with the spelling rules, expression skills and the answers given to the jury members are taken into consideration.

e) In the answers given to the jury members during the presentation, being aware of the responsibilities related to the profession, associating theoretical knowledge with practice, problem identification and solution generation, awareness of the work done, compatibility of the study section with the application area, consistency of the answers given to different questions, the size of the enterprise and participation in the projects carried out are taken into consideration.