

HASAN KALYONCU UNIVERSITY

CO-OP EDUCATION CONCLUSION REPORT CONTENT AND FORMAT

EXPLANATIONS ON 2016 CO-OP EDUCATION CONCLUSION REPORT

The content and format of the report will be as follows:

- a. Contents: The topic titles and related page numbers in the report will be given.
- b. Information about the company/institution: company / institution name, place, short history, activity area, organizational chart, number of administrative and technical personnel.
- c. Introductory Section: Preliminary information about the topic, purpose, and report content of industry practice training will be provided.
- d. Main Sections: In this part;
 - Fields of activity of the company / institution,
 - Business administration applications in the company / institution,
 - Contributions of the company / institution to student's vocational abilities,
 - Contributions of the student to the applications of company / institution.

The information given in this section should be supported by tables, figures and graphics and the relevant data, tables and figures should be included in the report in a numbered format.

- e. Discussion and Conclusion Section: In this section the skills, experiences and observations gained in CO-OP training will be summarized; technical working performance of the company / institution will be evaluated and recommendations will be made if necessary.
- f. Appendix (-dices): All other data, tables and figures not included in the main sections of the report will be added.

REPORT WRITING FORMAT

1. The final report will be written in MS Word environment using Times New Roman font and 1.5 line spacing. Page margins; 3 cm from the left and 2 cm from the other sides (right, top and bottom).

2. The items to be used in the report will be as follows:

Title Type Font Size Font Style Page Location

SECTION HEADERS 16 pt bold in the middle

1 MAIN HEADINGS 14 pt bold left aligned

1.1 Subheadings 12 pt bold left aligned

1.1.1 Subheadings 12 pt bold, italic, underlined, left aligned

Figures 12 pt italic in the middle under the figure

Tables 12 pt italic in the middle above the table

Page Numbers 12 pt normal in the middle

Appendices 12 pt bold in the middle