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SULEYMAN DEMIREL UNIVERSITY
CIVIL AVIATION COLLEGE
AVIATION MANAGEMENT DEPARTMENT

PROFESSIONAL TRAINING IN THE BUSINESS
PRACTICAL TRAINING FILE

STUDENT

Name Surname :
Number :
Section :
Photo
IME Period : Spring 2023-2024
add
IME Period : ……/……/20…. - ……/……/20…

RESPONSIBLE FACULTY MEMBER

Name Surname :
Section :

TRAINING STAFF

Name Surname :
Job Title :
Telephone :
Email :

BUSINESS INFORMATION

Business name :
Executive Director :
Address :
Telephone :
Email :
address / Internet address :

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Explanations

• The contents of the workplace training file should be compiled into a single PDF document in the following order, and for each semester...
Finally, it must be submitted to the department within the timeframe specified in the IME business plan.

1. Cover page (above)
2. Business information form
3. Weekly reports (signed, for 14 consecutive weeks)
4. Permission forms (if any)

• The report must be prepared electronically. Please use the forms on our website for this purpose.
• Printed and signed copies of the weekly reports must be attached.
• Text settings should be as follows:
Calibri 11 point (smaller font may be used in tables where necessary)
Single line spacing
He leaned to either side
Paragraph beginnings should not be indented.
• If a title is used, it should be in uppercase and bold. Italic font should only be used when necessary (Latin names, etc.).
Abbreviations, theory/definition, etc. can be used.
• A single line space should be left after all headings and at the end of each paragraph.
• All tables and figures in the report must be numbered. • Tables used in the report
should be labeled "Table 1", etc., along with photographs, flowcharts, organizational charts, etc.
It should be described as "Figure 1".
• Tables and figures should be placed as close as possible to the first mention of a particular event in the text.
• Table titles should be written above the table, and figure titles should be written below the figure.
• Weekly and daily reports must be page-numbered. Page numbers should be placed at the bottom right of the page, and all pages should be numbered consecutively and without interruption.
• If a source is cited within the text, the author's last name and the publication date of the source should be given in parentheses. For example (Yÿlmaz and Çevik, 2011). Please refer to the graduation thesis guide for details.

• NOTE:
Practical training files lacking the necessary approval or signature will not be accepted.
Practical training files not submitted by the specified dates will not be accepted.
The practical training file must be prepared according to the points mentioned above. Failure to comply with the rules...
In that case, the practical training application will not be accepted.