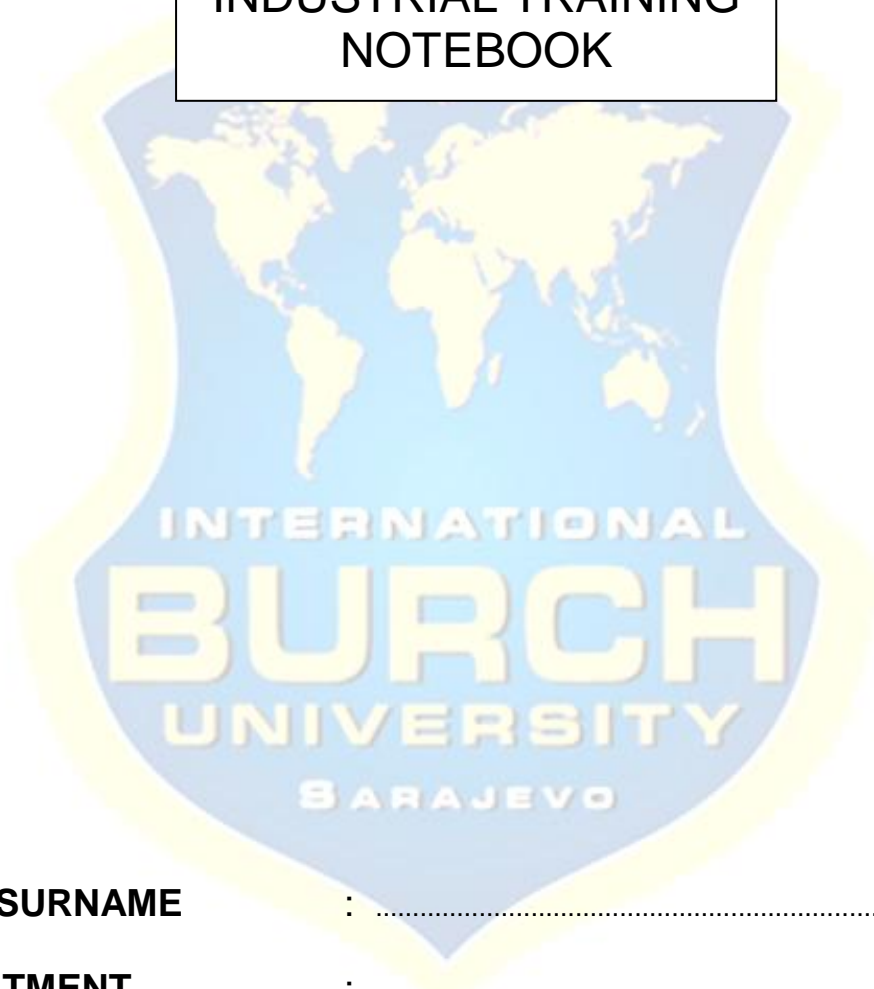


**INTERNATIONAL BURCH UNIVERSITY  
FACULTY OF ENGINEERING AND IT**

**Department of Electrical and Electronics  
Engineering**

**INDUSTRIAL TRAINING  
NOTEBOOK**



**NAME-SURNAME** : .....

**DEPARTMENT** : .....

**CLASS/ID NUMBER** : .....

**COURSE CODE/NAME** : .....

**COMPANY** : .....

**TRAINING PERIOD** : .....

<b>Duration</b>		<b>WORK DESCRIPTION</b>	
<b>Starting</b>			<b>Page No</b>
<b>Ending</b>			<b>Work No</b>



<b>Evaluator</b>			
<b>Name Surname</b>	<b>Position</b>	<b>Signature</b>	

<b>Duration</b>		<b>WORK DESCRIPTION</b>	
<b>Starting</b>			<b>Page No</b>
<b>Ending</b>			<b>Work No</b>



<b>Evaluator</b>			
<b>Name Surname</b>	<b>Position</b>	<b>Signature</b>	

<b>Duration</b>		<b>WORK DESCRIPTION</b>	
<b>Starting</b>			<b>Page No</b>
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<b>Evaluator</b>			
<b>Name Surname</b>	<b>Position</b>	<b>Signature</b>	

<b>Duration</b>		<b>WORK DESCRIPTION</b>	
<b>Starting</b>			<b>Page No</b>
<b>Ending</b>			<b>Work No</b>

### Explanations

You have to use this document as a template if you want to prepare the industrial training notebook on a digital platform. In order to avoid any problems please take a look at the following notes:

- You may find a sample industrial training notebook which was prepared using this template, on the department web site, under “Documents > Industrial Training Documents”.
- In the cover page of this template, fill in all the information represented as periods.
- Mention about your work beginning from the second page. In order to avoid any errors, do not remove these explanations at this point. The page numbering of this notebook is assigned automatically. Headers and footers are used in order to avoid format changing. Create a new **section** for **every new day** of your work description. In order to accomplish this task, please apply the following steps:
  1. From the menu bar, click Insert > Break ... > Section break types > Next page
  2. A new section will be created in a new page. Header and footer fields of the new page will be the same as the ones in the previous page.
  3. Before changing header and footer of this new page, click View > Header and Footer. Header and footer toolbar will appear.
  4. Clear “Link to previous” option on the toolbar. Otherwise you will change the previous day’s fields when you’re changing the header and footer.
- Make sure that your paragraphs are formatted as “Normal + Justified, Left: 0,5 cm, Right: 0,5 cm, Line spacing: 1.5 lines”. In order to accomplish this task, please apply the following steps:
  1. Select your paragraph
  2. Click Format > Paragraph > Indents and Spacing tab
  3. General > Alignment: Justified
  4. Indentation > Left: 0,5 cm
  5. Indentation > Right: 0,5 cm
  6. Spacing > Line Spacing: 1.5 lines
- After you finish writing your industrial training notebook, please remove these explanations.

**Note:** These explanations are based on Microsoft Office Word 2003 English version.

<b>Evaluator</b>			
<b>Name Surname</b>	<b>Position</b>	<b>Signature</b>	

