

**MIDDLE EAST TECHNICAL UNIVERSITY
DEPARTMENT OF CIVIL ENGINEERING**

GUIDELINES FOR SUMMER PRACTICE (CE 300, CE 400) REPORTS

The report should consist of the following parts:

1. THE TITLE PAGE (1 page)

Give a suitable title to your report, such as "Summer Practice Report on the Construction of the Gerede -Ankara Motorway". Indicate **the course code (CE 300/400)**; your **Name, Surname, Student No**, and **Date of Completion of Report (month, year)**, **Dates of Summer Practice**.

2. TABLE OF CONTENTS (1-2 pages)

Include a table of contents giving the name of each part/chapter and its page number.

3. INTRODUCTION (2-5 pages)

Give a brief outline of the type of work you have done, and the project that you were engaged in during your summer practice.

3. PREFACE (1-2 pages)

Provide the following information about the organization where you performed your summer practice:

- Name and contact address
- Location
- Brief history
- Present structure and organizational scheme
- Number of engineers employed, include their duties
- Main sphere of activity.
- As a matter of courtesy acknowledge any help received from any person(s) or organization(s) during the course of your work in the end of preface.

4. MAIN TEXT (15-25 pages)

This is the part in which you should explain your work in detail; what you have done, what you have observed, and what you have learned during your summer practice. The main text should be divided into weekly based subsections, such as Week 1, Week 2, Week 3, etc. Each subsection must consist of "report summary forms" of that week and

a discussion part. Report summary forms are used in order to describe your daily work shortly. They must be filled by yourself every day, and should be signed by your supervisor. The report summary forms belonging to each week should be placed successively and they should be followed by a maximum 2 page discussion regarding the details of the work done within the week. This section should not exceed 25 pages.

Do not include text-book information, unless absolutely necessary. If you want to give such information, cite properly so that the reader can find more information about the subject. All figures, tables and appendices should be referred to in the text of the report.

5. INTERVIEW WITH SUPERVISOR(S) (1-3 pages)

Make an interview with your supervisor(s) (chief engineer, site engineer, etc.). During the interview, ask questions related to his or her experience in the field of civil engineering and obtain information related to the work at present.

6. CONCLUSIONS (1-3 pages)

This should summarize the outcome of your work during your summer practice and may include recommendations. Summarize what you did and what you learnt in the summer practice and discuss the benefits? Avoid using jargons and standard sentences, such as "the summer practice is very useful" etc. Instead, write your own ideas.

7. APPENDICES (1-5 pages)

Avoid appendices as much as possible and try to include everything within the text body.

8. NOTATION (1-2 pages)

All abbreviations and symbols must be defined where they first appear in the text and these definitions should be listed separately for, **abbreviations** and **Symbols** (*in alphabetical order*). List roman characters first, and then *Greek symbols next*.

9. REFERENCES (1-2 pages)

The quoting and listing references should be standardized as follows.

- **In the text**, give the author's (or authors') surname(s) (adding "et al." after the first surname, if there are more than two authors), and the year of publication as, e.g. "Smith (1972) has solved the problem," or "... results in higher strength (Marsland et al.. 1988)."

- If you have not seen a particular reference (e.g. Casagrande. 1936), yourself. state, e.g., "...proposed by Casagrande (1936) (quoted by Bishop. 1971)." and **do not include** Casagrande (1936) in your list of references.
- **List the references**, arranged in alphabetical order of authors' surnames (and in chronological order of the works by the same author, follow these examples quoted from a conference, a periodical, and a book:
 - Kristianovic, S.A. & Zheltov, Y.P. (1955). Formation of vertical fractures by means of highly viscous liquid. *Proc. 4th World Petrol Cong.. Rome. 2*, 579-586.
 - Skempton, A. W .(1954). The pore pressure coefficients A and B. *Geotechnique* 4, No.4, 143-147.
 - Terzaghi, K. .(1943). *Theoretical soil mechanics*. pp. 8- 24, New York: Wiley.

HINTS

(a) The report must be written in English using simple words. Do not use abbreviations such as "it's" or "he'd" instead use "it is" or "he had". Avoid using Turkish technical terminology, if you are not sure, give in parenthesis Turkish equivalent word, (you may find several dictionaries available in bookstores and libraries, etc.). The report should be written using a word-processor such as Microsoft Word and should be printed on A4 size white paper. It should be bounded. Use one and a half line spacing, and short sentences. The total number pages of your report should not exceed 50 A4 pages (with one and a half line spacing, and 11 or 12 point font size). Leave one blank spaces after other punctuation marks.

(b) **It is important that the report should be easily understood.** All figures, photographs, and tables must have a caption (written at the top of tables, and in the bottom of figures and photographs), and **must be numbered in the same sequence in which they are referred to in the text.**

(c) Although summer practice is part of your engineering education, it does not need interfere with your academic work during the semester. Therefore, **you are advised to complete your summer practice reports before the start of the semester. The reports are due at the end of add-drop week.**

(d) You should register for the appropriate course (CE 300 or CE 400) at the beginning of the semester immediately following each summer practice.

(e) Find your instructor for the summer practice in the list of "SUMMER PRACTICE CORRESPONDENCE" in www.ce.metu.edu.tr web page and submit your report to your instructor before "Add-Drop" week.

(f) Follow the student announcement board during the semester. Your instructor may want to see you in person.