



DUMLUPINAR BULVARI NO:1  
06800 ÇANKAYA, ANKARA  
T: +90 (312) 2102401  
F: +90 (312) 2105401  
www.ce.metu.edu.tr

Photograph of  
the Student

Öğrencinin  
Fotoğrafi

Öğrencinin Adı ve Soyadı  
*Student's Name and Surname*

Sınıf ve No  
*Year and Student Number*

Kurumun Adı ve Adresi  
*Name and Address of the Company*

Staj Başlama ve Bitiş Tarihleri *Starting and  
Ending Dates of Practice*

Raporun Sunulduğu Tarih  
*Report Date*

Öğrencinin İmzası  
*Student's Signature*

CE 300 or CE 400

### Değerlendirme/Evaluation

Raporu İnceleyen Öğretim Üyesi  
*Faculty Member Grading the Report*

Verilen Not (Başarılı/Başarısız)  
*Grade (S/U)*

Tarih  
*Date*

İmza  
*Signature*



DUMLUPINAR BULVARI NO:1  
06800 ÇANKAYA, ANKARA  
T: +90 (312) 2102401  
F: +90 (312) 2105401  
www.ce.metu.edu.tr

Form doldurulduktan sonra bir nüshasının yukarıda belirtilen adrese gizli ibareli zarf ile gönderilmesi ve ikinci nüshasının kurumda saklanması rica olunur.  
It's requested that one copy of this form be filed and sent directly to the address above and the second copy retained in your files.

Öğrencinin  
Fotoğrafi  
Photograph of  
The Student

Öğrencinin Adı ve Soyadı  
Student's Name and Surname

Sınıf ve Öğrenci No  
Year and Student Number

Kurumun Adı ve Adresi  
Name and Address of the Company

Staj Başlama ve Bitiş Tarihleri  
Starting and Ending Dates of Practice

**Bölümümüz programının zorunlu Staj süresi CE300 için 20 CE400 için 30 iş günüdür. Minimum duration of summer practice for our Department is 20 days for CE300 and 30 days for CE400 internships.**

### Staj Başarı Derecesi Summer Practice Evaluation

Öğrencinin Çalıştığı Bölüm  
Department of Study

Çalışma Süresi (Hafta)  
Practice Duration (Weeks)

İşe Gösterdiği İlgi  
Interes in Job

Devam Notu  
Attendance Grade

Başarı Notu  
Performance Grade

Düşünceler  
Remarks

Notlar: A=Pekiyi, B=İyi, C=Orta, D=Zayıf, F=Başarısız  
Grade: A=Excellent, B=Good, C=Fair, D=Poor, F=Unsatisfactory

Yetkili Amirin Adı Soyadı  
Name of the Supervisor

İmzası

Signature

Ünvanı / Title

Tarih / Date

Mühür/ Official Stamp



DUMLUPINAR BULVARI NO:1  
06800 ÇANKAYA, ANKARA  
T: +90 (312) 2102401  
F: +90 (312) 2105401  
www.ce.metu.edu.tr

Form doldurulduktan sonra bir nüshasının yukarıda belirtilen adrese gizli ibareli zarf ile gönderilmesi ve ikinci nüshasının kurumda saklanması rica olunur.  
It's requested that one copy of this form be filed and sent directly to the address above and the second copy retained in your files.

Öğrencinin  
Fotoğrafi  
Photograph of  
The Student

Öğrencinin Adı ve Soyadı  
Student's Name and Surname

Sınıf ve Öğrenci No  
Year and Student Number

Kurumun Adı ve Adresi  
Name and Address of the Company

Staj Başlama ve Bitiş Tarihleri  
Starting and Ending Dates of Practice

Bölümümüz programının zorunlu Staj süresi CE300 için 20 CE400 için 30 iş günüdür. Minimum duration of summer practice for our Department is 20 days for CE300 and 30 days for CE400 internships.

### Staj Başarı Derecesi Summer Practice Evaluation

Öğrencinin Çalıştığı Bölüm  
Department of Study

Çalışma Süresi (Hafta)  
Practice Duration (Weeks)

İşe Gösterdiği İlgi  
Interes in Job

Devam Notu  
Attendance Grade

Başarı Notu  
Performance Grade

Düşünceler  
Remarks

Notlar: A=Pekiyi, B=İyi, C=Orta, D=Zayıf, F=Başarısız  
Grade: A=Excellent, B=Good, C=Fair, D=Poor, F=Unsatisfactory

Yetkili Amirin Adı Soyadı  
Name of the Supervisor

İmzası

Signature

Ünvanı / Title

Tarih / Date

Mühür/ Official Stamp



**MIDDLE EAST TECHNICAL UNIVERSITY**

**Summer Practice Guideline**

**for CE300 & CE400**

**in**

**Civil Engineering**

**February 2024**

## **I. OBJECTIVE OF SUMMER PRACTICE REPORT**

The Summer Practice report should be written according to the following guidelines. The report's main objective is to describe the professional aspects of the company and the tasks undertaken as a student. The emphasis is on the technical and professional aspects. The summer practice report is NOT a personal diary. Irrelevant information should be avoided unless it is directly related to the technical components of the internship. Note that the reports are not evaluated based on length, so irrelevant information should NOT be included to extend the report. Students are expected to apply the writing guidelines taught in ENGL 102.

In addition to the general report, students must submit daily diaries documenting their day-to-day activities during the internship. These diaries serve as a detailed record of the student's commitment. Each entry should be concise yet informative, providing a chronological account of the student's experiences, observations, and reflections. It should be noted that the summer practice report is not a compilation of daily diaries.

## **II. FORMAT OF SUMMER PRACTICE REPORT**

The report shall comply with the summer practice program principles.

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 unsure, put the Turkish equivalent word in parenthesis (you may find several dictionaries available in bookstores and libraries, etc.).

The report should be written using a word processor such as Microsoft Word. Students might be asked to submit the reports electronically or as a hard copy, so they should follow the instructions and announcements on the webpage.

Main headings are to be centred and written in capital boldface letters. Sub-titles shall be written in small letters and boldface. The typeface shall be Calibri font (or equivalent) with 12pt. All margins shall be 25 mm. Use one-and-a-half line spacing and short sentences. The total number of pages of your report should not exceed 50 A4 pages.

The SI (Metric) system shall be used for units.

Drawings shall conform to acceptable engineering standards.

Generative AI should not be used in report writing.

Information should not be copied and pasted from the company webpage or other sources; instead, the students should paraphrase the explanations and cite the source of the information.

All figures, photographs, and tables must have a caption (written at the top of tables and the bottom of figures and photographs) and be numbered in the same sequence in which they are referred to in the text.

Students are advised to complete their summer practice reports before the start of the semester. The reports are due at the end of the add-drop week.

Students should register for the appropriate course (CE 300 or CE 400) at the beginning of the semester immediately following each summer practice. Students must repeat their internship if they do not register for the following two semesters after their practice.

### III. CONTENT OF SUMMER PRACTICE REPORT

#### 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. LIST OF FIGURES AND TABLES (1-2 pages)

Include a list of figures and tables with their captions and page numbers.

#### 4. INTRODUCTION (2-5 pages)

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

#### 5. PREFACE (1-2 pages)

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

- Name and contact address
- Location
- Brief history
- The present structure and organisational scheme
- Number of engineers employed, including their duties
- The main sphere of activity
- As a matter of courtesy, acknowledge any help received from any person(s) or organisation (s) during your work at the end of the preface.

#### 6. MAIN TEXT (15-25 pages)

This is the part in which you should explain your work in detail: what you have done, observed, and 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 an “overview of summary forms” of that week to describe the performed activities and a discussion part, including the challenges faced and lessons learned. The daily diary forms should not be copied and pasted in this section. Instead, an overview of performed activities, observations related to engineering practices, safety protocols, and the application of theoretical knowledge in practical scenarios can be presented.

Summer Practice typically involves practical engineering work. The main objective is to be involved in such engineering activities and report your activity. Clearly state your role and contributions to the project. If you worked at a construction site, explain the stages involved in the construction. Any changes or adjustments in project scope, timelines, or methodologies can be documented. If you worked at a design office, give details of the design procedure and stages you took part during the process. Here, you must provide as much detail as possible. The report can include insights into problem-solving, teamwork, and applying theoretical knowledge to real-world scenarios. Discussing challenges encountered and the strategies employed to overcome them can further enrich the report.

If the work is based on a theoretical concept you were unaware of, it is appropriate to learn about it. **Do not include textbook information** unless absolutely necessary. If you want to

give such information, you can explain the fundamentals of the concept in your own words and cite the source of information properly in the references section.

Including related photos/figures is highly recommended. Place the figures and tables as close as possible to the referring text. Number each figure and table and avoid using statements such as “see the figure below” or “see the figure above”. Example: “As Fig. 2 indicates, the designed board has seven input terminals and three output terminals, with one of them being the shielded ground wire.”

#### **7. INTERVIEW WITH SUPERVISOR(S) (1-3 pages)**

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

#### **8. CONCLUSIONS (1-3 pages)**

In the last section, summarise the summer practice activities, key takeaways, and lessons learned. Present your observations, contributions and intellectual benefits. If this is your second summer practice, compare the first and second summer practices and your preferences. Avoid using jargon and standard sentences, such as “the summer practice is very useful”, etc. Instead, write your own ideas.

#### **9. APPENDICES (1-5 pages)**

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

#### **10. 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*.

#### **11. REFERENCES (1-2 pages)**

List any source you have used in the document, including books, articles and websites, in a consistent format.

Example:

(i) **In the text**, if you cite sources including, "Smith (1972) has solved the problem using ....," and "... results in higher strength (White et al., 1988)."

(ii) **List the references**, arranged in alphabetical order of authors' surnames

o Smith, S.A. (1972). Title of the Article, Volume, Page Number.

o White, A. W., Brown, F. G., Purpole, D. (1988). Title of the Book, *page numbers*, *Publisher*, *Location*.