



**ORTA DOĐU TEKNİK ÜNİVERSİTESİ**  
**MÜHENDİSLİK FAKÜLTESİ**  
**İNŞAAT MÜHENDİSLİĐİ BÖLÜMÜ**  
**STAJ REHBERİ**

**Middle East Technical University**  
**Faculty of Engineering**  
**Department of Civil Engineering**  
**Summer Practice Guide**

June 2016



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06800 ÇANKAYA, ANKARA  
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www.ce.metu.edu.tr

Photograph of  
the Student

Öğrencinin  
Fotoğrafı

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*



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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.

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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 İlgisi  
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



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Year and Student Number

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## SUMMER PRACTICE APPROVAL FORM

### Student

Surname : \_\_\_\_\_  
Name : \_\_\_\_\_  
ID.No : \_\_\_\_\_  
Year : \_\_\_\_\_  
CE300 or CE400 : \_\_\_\_\_

### Firm

Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel : \_\_\_\_\_  
Fax : \_\_\_\_\_

### The Person Responsible from the Trainee

Name, Surname : \_\_\_\_\_  
Tel No : \_\_\_\_\_  
Fax No : \_\_\_\_\_  
Type of Construction and  
Its Address : \_\_\_\_\_

Total Cost of the Construction : \_\_\_\_\_

(%) of Construction which is Complete: \_\_\_\_\_

Activities Expected from the Trainee: \_\_\_\_\_

Facilities and Accommodation Available for  
the Trainee (*Salary, Insurance etc.*): \_\_\_\_\_

Dates of the Summer Practice (*Start-End*): \_\_\_\_\_

**FIRM**

**SIGNATURE - STAMP**



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## YAZ STAJI ONAY FORMU

### Stajyerin

Soyadı : \_\_\_\_\_  
Adı : \_\_\_\_\_  
ID.No : \_\_\_\_\_  
Sınıfı : \_\_\_\_\_  
CE300 / CE400 : \_\_\_\_\_

### Firmanın

Adı : \_\_\_\_\_  
Adresi : \_\_\_\_\_  
Tel : \_\_\_\_\_  
Fax : \_\_\_\_\_

### Stajyerden Sorumlu Kişinin

Adı, Soyadı : \_\_\_\_\_  
Tel No : \_\_\_\_\_  
Fax No : \_\_\_\_\_  
İnşaatın Türü ve Adresi : \_\_\_\_\_

Keşif Bedeli : \_\_\_\_\_  
İşin Yüzde Kaçınının Tamamlandığı (%) : \_\_\_\_\_  
Stajyere Verilecek Görev Türü : \_\_\_\_\_  
Stajyere Verilecek İmkânlar (Yemek, Ücret, Kalacak Yer, Ulaşım, Sigorta vs.) : \_\_\_\_\_  
Staj Yapacağı Tarihler (Başlama- Bitiş) : \_\_\_\_\_

FİRMA

İMZA - MÜHÜR



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**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



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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. If you do not register for the following two semesters after your practice, you must repeat your internship.

(e) You should submit your report to the Internship Office during the “Add-Drop” week.





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## NOTES REGARDIND THE USE OF THE SUMMARY FORM

- 1) “Summary Form” is just an aid for you to write your summer practice report. So this is not a formal report.
- 2) Formal summer practice report will be written depending on this form.
- 3) The “**Summary Form**” must be filled **everyday** according to the work done that day while you are making your summer practice.
- 4) A “sample copy” of this form is given to you. Adequate number of copies of this form should be made for the desired number of working days. (Summer practice consist of at least 20 and 30 working days for CE300 and CE400 respectively.)
- 5) **Everyday work** must be checked and **signed by the supervisor**.
- 6) Related figures and drawings may be put on the respective “summary of work done” sheet.
- 7) These forms must be submitted attached to the summer practice report.
- 8) “Cover page” given to you in the summer practice guide must be also attached to the summer practice report by filling it properly.

SUMMER PRACTICE REPORTS WITHOUT FILLED AND APPROVED SUMMARY FORMS FOR **EACH DAY** OF THE SUMMER PRACTICE **WILL NOT BE ACCEPTED.**

## ÖZET FORMUNUN KULLANIMI

- 1) “Özet Formu” resmi bir rapor değildir, sadece staj raporunun yazımında yardımcı olması için hazırlanmıştır.
- 2) Resmi staj raporu bu forma bağlı kalarak yazılacaktır.
- 3) “**Özet Formu**” **staj boyunca** hergün, o gün yapılan işe uygun olarak doldurulacaktır.
- 4) Bu formun “**Örnek Kopyası**” size verilmiştir. Formun, istenilen iş gününe yetecek sayıda çoğaltılması gerekmektedir. (CE300 yaz stajı 20 ve CE400 yaz stajı 30 iş günüdür.)
- 5) **Her Günün sayfası yetkili kişi tarafından kontrol edilip onaylanacaktır.**
- 6) İlgili resim ve şekiller o günün iş özeti tablosuna konabilir.
- 7) Formlar, resmi staj raporu ile beraber teslim edilecektir.
- 8) Staj rehberi ile size verilen kapak sayfası eksiksiz olarak doldurulup staj raporunuzun önüne eklenmelidir.

YAZ STAJININ **HER GÜNÜ** İÇİN DOLDURULMUŞ VE İMZALANMIŞ ÖZET FORMLARI OLMADAN VERİLEN STAJ RAPORLARI **KABUL EDİLMEYECEKTİR.**

SUMMARY FORM  
(ÖZET FORMU)

Date : Tarih:	..... working date ..... iş günü
Summary of the Work Done: Yapılan İşin Özeti: .....	

Yetkili Amirin Adı, Soyadı, İmzası:  
Name, Surname, Signature of the Supervisor:

Kaşe/Stamp

Date : Tarih:	..... working date ..... iş günü
Summary of the Work Done: Yapılan İşin Özeti: .....	

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