

Definition and Basic principles for Internship (adapted from ÖzÜ School of Engineering Internship Procedures)

1. **Mandatory Internship:** Required internship which must be completed in order to successfully graduate from an undergraduate program offered by the School of Engineering.
2. Students must also adhere to the internship procedure of their undergraduate program for additional requirements determined based on their major and the relevant internship course.
3. Students must have satisfied the necessary pre-requisites , **SEC 201 and SEC 202**, to take the mandatory internship courses.
4. Students who fail mandatory internship courses are **not allowed to graduate**.
5. To successfully graduate from an undergraduate program offered by the Özyeğin University School of Engineering, students are required to intern for a minimum of **40 business days**.
6. Each 20-business day block is considered a separate mandatory internship course and is assigned with credits.
7. Students can complete their internship of a minimum of 40 business days **at different institutions and/or during different semesters**.
8. Each internship course is assigned course credits after 20 business days and is shown on students' transcripts with the course code of the relevant program. Mandatory internship courses are assigned one of the Successful/Unsuccessful letter grades.
9. Mandatory internships must be completed as of the end of the Spring semester till the beginning of the subsequent Fall semester, as specified in the academic calendar.
10. However, if students' course schedules allow them to complete their internship by working a minimum of 3 days a week full-time, they can complete their internships in the Spring and/or Fall semesters as well subject to the approval of internship coordinator
11. Again, subject to the approval of the internship coordinator, the work completed by students in research laboratories of the university can be considered as a semester internship provided that the work completed satisfies the term and scope requirements for internships.

Basic Rules for CE 300 & CE 400

1. Two summer practices for the Civil Engineering students, is to reinforce and improve theoretical and practical knowledge on construction field, design of structures and engineering concepts.
2. Students should complete their training in a construction site of a company (CE 300) and in a project office (CE 400), where civil engineering practice is in the forefront.
3. Students are required to complete a minimum of four-week (twenty workdays) practice as a full-time intern **in a construction site (CE 300) and in a project office (CE 400)**.
4. Students are expected to find the company they want to work for this practice. However, students are required to receive the departmental approval before they start their summer practice by submitting a work proposal to the internship coordinator. In this proposal student will give brief information about the company and outline of the practice
5. Upon coordinator approval, the students have to submit the required documents to the department secretary at the latest 1 week before the internship begins.

PLEASE SEE MERVE KORKMAZ FOR THE DOCUMENTATION OR VISIT:
<https://www.ozyegin.edu.tr/en/faculty-engineering/students>

6. During the Students must log their work and prepare an Internship Report during the term of their internship. The report must be approved by the company management before the submission to the department to avoid disclosure of any confidential or proprietary information of the company.
7. Reports have to be submitted to Merve Korkmaz by the end of ADD-DROP period signed and including all the requires additional documents.
8. A soft copy of the report will be uploaded to LMS for Turnitin check. Based on the similarity percentage, a student might fail from internship without getting any revisions.
9. There will be 2 info sessions for internships in Spring Semesters (One before Add-drop period and one before end of classes). Students have to attend at least one info session to get a passing grade for internship.

Report format for CE 300 & CE 400

All reports have to be submitted in the same format. If a report fails to satisfy the required criteria and format will fail from the internship and the student has to repeat the internship.

The paper must be written **in good English**.

All text including tables and graphics must fit into a printing box of 16 cm x 22.5 cm on either A4, **2.5 cm left margin and 3.6 cm top margin** (right and bottom margins to be adjusted for A4)

The normal text should be **written 1.5 -spaced, justified, using 12 pt Times (New) Roman in one column**. The first line of each paragraph must be indented 0.5 cm. There is no inter-paragraph spacing.

The main headings should be written left aligned, in 12 pt, boldface in capital. Secondary headings should be written left aligned, 12 pt, boldface Times (New) Roman, with an initial capital for first word only. Use numbering for the main headings and use letters for the secondary headings.

Tables: Keep tables simple. Range tables and table headings left. Do not spread tables out across the page. Type the table number and title immediately above the table. All tables should be numbered consecutively and captioned, the caption should be 12 pt Times (New) Roman, upper and lower case letters. The tables should be acknowledged and discussed in the text.

Figures: All figures should be placed in the text near where they are first mentioned. All figures should be numbered consecutively and captioned. The caption title should be written centered, in 12 pt Times (New) Roman, with upper and lower case letters. The Figures should be acknowledged and discussed in the text. A Figure size should not exceed 1/4th of the page length and 1/2 of the page width.

The outline for the summer internship reports for both CE 300 and 400 is as follows:

Title Page
Table of contents
Table of Figures and Tables
Daily Summary

Students have to fill the log for 20 days of internship in the given format. A daily summary should not exceed 3-4 sentences however it should briefly include the summary of the work done by the student, not simply the work done in the field or in the office.

I. Introduction

Present a summary of your internship. The introduction should be a minimum of 1/2 pages and a maximum of 1 page.

Provide an overview of what project(s) you worked on, design techniques and conclusions.

Briefly describe what you learned and/or which skills you acquired during the internship.

Do not include figures in the introduction.

Introduction should be written in your own words.

II. Description of the Company (Maximum 1 page in length with exception of charts, figures, etc.)

This section should give a brief history of the company, full mailing address and relevant web links, projects that the company is working on)

Company description should include:

- The company's sector and projects
- Distinguished past and on-going projects of the company
- Very brief history of the company and your department (foundation date, very major changes), and your role in this department during your internship.
- Company statistics (size, organization, etc.)

III. Technical overview of the Internship Project (Minimum of 3 pages and a maximum of 5 pages. **Figures and tables will not be count for page count)**

This section includes a brief description of the project including the location, purpose, design, materials used on the project and the project team including a brief explanation of the technical details of the project, design parameters, standards followed in the design. If the internship takes place in the field student should report the protocols that are applied in the construction field. This section. Students have to discuss what they have done during the internship.

- a. Description and the content of the Project.
- b. The technical aspects and details of the project.

- c. Activities that performed by the student during the internship: the students have to provide technical explanation of what they had done in the field or in the office. Some examples :
- Details of a quantity take-off calculation
 - Details of a reinforced-concrete section design
 - Brief discussion of observations done during concrete placing
 - Explanation of techniques that the student learned in the field.

Any figure or table included in this section has to be explained and discussed.

IV. Conclusions and Contribution to students current knowledge regarding civil engineering practice:

This section should provide a general summary of what student has done and learned during the internship as well as a short explanation of how this internship contributed to student's current knowledge regarding his/her current knowledge regarding project design and management.

References

Each information, figure, table, etc. that does not belong to you (has been found online, taken from some other document, etc.) must be referenced, or you risk being penalized due to plagiarism. Please use APA style for references:

<http://www.apastyle.org/learn/quick-guide-on-references.aspx>

Websites:

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved from <http://Web address>

Books:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Online Journal Papers:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number, page range*. doi:0000000/000000000000 or <http://doi.org/10.0000/0000>

Appendices (If applicable)- Maximum of 4 pages

The appendix shall consists of your hand written notes (journal), photos, technical drawings, etc. Please do not add all the documents you have. If an appendix is added to the report, it has to be mentioned and discussed in the body of the report.