

ÖZYEĞİN UNİVERSİTY

FACULTY OF ENGINEERING

**<COURSE CODE (e.g. CE 300/400)>**

**SUMMER PRACTICE REPORT**

**<STUDENT’S NAME SURNAME>**

**<STUDENT ID NO>**

**INTERNSHIP COMPANY & DEPARTMENT:**

**<COMPANY/DEPARTMENT NAME>**

**<DATE>**

#### SUMMER PRACTICE REPORT

|  |
| --- |
| **STUDENT** |
| **Name** |  |
| **Internship Start Date** |  |
| **Internship Completion Date** |  |
| **Total Working Days** |  |
| **COMPANY** |
| **Name** |  |
| **Department** |  |
| **Address** |  |
| **SUPERVISOR** |
| **Name** |  |
| **Title** |  |
| **Department** |  |
| **Phone** |  |
| **E-Mail** |  |
| **Signature** |  |

**DAILY WORK SUMMARY**

|  |  |  |
| --- | --- | --- |
| **DAY** | **DATE** | **WORK DESCRIPTION** |
| **1** |  | 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.  |
| **2** |  | Every page of daily work summary has to be stamped and signed by the student’s supervisor (in the company) during the internship. |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

**Student’s Name: Supervisor’s Name:**

**Student’s Signature: Supervisor’s Signature:**

**DAILY WORK SUMMARY**

|  |  |  |
| --- | --- | --- |
| **DAY** | **DATE** | **WORK DESCRIPTION** |
| **11** |  |  |
| **12** |  |  |
| **13** |  |  |
| **14** |  |  |
| **15** |  |  |
| **16** |  |  |
| **17** |  |  |
| **18** |  |  |
| **19** |  |  |
| **20** |  |  |

**Student’s Name: Supervisor’s Name:**

**Student’s Signature: Supervisor’s Signature:**

**Technical Report**

All reports have to submitted in the same format. If a report fails to satiety the required the 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 lowercase 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:

**Outline for the internship reports**

**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. Students have to discuss what they have done during the internship.

1. Description and the content of the Project.
2. The technical aspects and details of the project.
3. 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 or included in the appendix has to be explained and discussed.**

**IV. Conclusions and Contribution to student’s 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 consist 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.