

**CIVIL ENGINEERING DEPARTMENT**

**STAJ RAPORU**

## INTERNSHIP REPORT

**ÖĞRENCİNİN**

# STUDENT’S

#### ADI SOYADI :

NAME SURNAME

#### ÖĞRENCİ NUMARASI :

STUDENT ID

#### ÖĞRENİM YILI :

EDUCATION YEAR

#### STAJ BAŞLANGIÇ VE BİTİŞ TARİHLERİ:

INTERNSHIP START AND END DATES

#### STAJ TİPİ:

TYPE OF TRAINING

#### PROJENİN ADI:

TITLE OF PROJECT

**GENERAL RULES**

# The signature and seal of authorized civil engineer have to be placed on every pages of internship report.

* Student should attach in the report, his/her own pictures taken at site.
* Internship report has to be printed out (.doc) or written by hand in **English**.
* Student Evaluation Form has to be approved by company’s seal and signature and it has to be submitted in an envelope that is closed and again sealed by company.
* Internship report and documents (photographs, drawings, forms, calculations, projects, etc.) all related with internship must be delivered in an envelope (A4 – A3).
* Late Submissions may result with losing points.
* Copy-paste and writing same things with your friends is strictly forbidden.
* In the main text, (general report pages) each day should written at least one page with engineering details. Write your own sentences with a technical knowledge.
* Please make sure that you have to ‘’bind’’ all the pages together, just like a notebook.

**İnşaat mühendisliği Staj programı**

**Resim**

Picture

# Civil Engineering Internship Program

#### Adı, Soyadı :

Name,Surname

#### Bölümü : CIVIL ENGINEERING

Department

**YAPILAN PRATİK** [\*] ACCOMPLISHMENTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Müessese ve iş yeri**  Name and place of company | **Kısım**  Department | **İşe başlama tarihi**  Start date | **Ayrıldığı tarih** End date | **Çalışmadığı Günler** Nonworking  days | **Çalıştığı Günler** Working  days |
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**[\*] Bu sayfa şirket yetkilisi tarafından imzalanıp kaşelenecektir**

This page must be signed and stamped by the employer

**İÇİNDEKİLER** SayfaNo:

TABLE OF CONTENTS Page Nr.

Buraya raporun içerikleri, tablolar, figürler sayfa numaraları ile yazılacaktır.

Contents of the report with page numbers, list of tables and figures will be written here.

**STAJ AKTİVİTELERİ**

### INTERNSHIP ACTIVITIES

Sayfa No: Page Nr.

Yapılan staj ile ilgili günlük, teknik bir rapor İngilizce olarak yazılacaktır. Mühendislik, teknik cümleler ile yazılmalıdır.

The technical daily report about the internship will be written in English. These pages have to be written with engineering sentences.

|  |  |  |
| --- | --- | --- |
| **CIVIL ENGINEER OF COMPANY**  SIGNATURE AND SEAL | **INTERNSHIP COMMITTEE** | **STUDENT**  SIGNATURE |
|  |  |  |

[\*\*] Bu sayfadan gerektiği kadar çoğaltınız

**[\*\*]Reproduce this page as much as necessary.**

## STAJ ÖZETİ

### SUMMARY OF INTERNSHIP

Sayfa No: Page Nr.

Staj olarak yapılan tüm çalışmanın özeti yazılacak (1 sayfalık) Write the summary of all work done as internship (1 page )

## ŞİRKETİN TANIMI

### DESCRIPTION OF COMPANY

Sayfa No: Page Nr.

* What is the full title of the company?
* Name and contact address
* Location
* Brief history of the company
* What kind of projects that company operates in?
* Present structure and organizational scheme
* Number of engineers employed, include their duties

|  |  |
| --- | --- |
| **ŞİRKETİN ve STAJIN DEĞERLENDİRİLMESİ**  ASSESMENT OF THE COMPANY and INTERNSHIP | Sayfa No:  Page Nr. |
| **Please , answer the following questions:** **List the basic learning outcomes you gain from your internship (**at least 5 learning outcomes should be listed**)**   |  |  | | --- | --- | | 1 |  | | 2 |  | | 3 |  | | 4 |  | | 5 |  |  * **How the internship will influence your future ,what do you think ?** * **What kind of problems did you have? (**communication, application , motivation , tired a lot, etc.? **)** * **Was the company enough to satisfy you related with internship place, job skills, technology usage,etc. ?** * **Did you get along with the employees?** * **Do you have any suggestion about the internship?** * **Do you want to do internship in the same company again?** * **After the graduation, do you want to work at the same company, why?** | |

## SONUÇ

### CONCLUSION

Sayfa no: Page Nr.

Stajınız ile ilgili edinilen kazanımlarınızı, gözlemleriniz ve tecrübelerinizi içeren bir kapanış yazısı yazınız.

Write summary of conclusion including outcomes, observations and experiences about the internship .

[\*\*] Bu sayfadan gerektiği kadar çoğaltınız. [\*\*]Reproduce this page as much as necessary.

## REFERANSLAR

### REFERENCES

Sayfa No: Page Nr.

**EK DOKUMANLAR**

SUPPLEMENTARY DOCUMENTS

Sayfa No: Page Nr.

Stajınızı destekleyen, projeniz ile ilgili ek dökümanlar, resimler, detay çizimleri, vs. A4 zarfı içinde raporunuza ekleyebilirsiniz.

You can attach your additional documents, photos, detail drawings ,etc., which are related with project that contributes internship ,

in an A4 envelope.