

**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

|  |  |  |  |  |  |
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| **Müessese ve İş Yeri**Name and Place of Company | **Kısım**Department | **İşe Başlama Tarihi**Start Date | **Ayrıldığı Tarih**End Date | **Çalışmadığı Günler**Non-working 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

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| İÇİNDEKİLERTABLE OF CONTENTS | Sayfa No:Page No: |
| \*\*\*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. |

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| STAJ AKTİVİTELERİINTERNSHIP ACTIVITIES | Sayfa No:Page No: |
| \*\*\*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.\*\*\*\*\*\*\*\* Bu sayfadan gerektiği kadar çoğaltınız.

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| COMPANY CIVIL ENGINEERSIGNATURE AND SEAL | INTERNSHIP COMMITEE | STUDENT SIGNATURE |
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\*\*\*\*\*\*\*\* Reproduce this page as much as necessary. |

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| STAJ ÖZETİSUMMARY OF INTERNSHIP | Sayfa No:Page No: |
| \*\*\*Staj olarak yapılan tüm çalışmanın özeti yazılacak (1 sayfa).\*\*\*Write the summary of all work done in internship (1 page). |

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| **ŞİRKETİN TANIMI**DESCRIPTION OF COMPANY | Sayfa No:Page No: |
| * 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
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| **ŞİRKETİN ve STAJIN DEĞERLENDİRİLMESİ**ASSESSMENT OF THE COMPANY and INTERNSHIP | Sayfa No:Page No: |
| **Please , answer the following questions:****List the basic learning outcomes you gain from your internship (**at least 5 learning outcomes should be listed**)**

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* **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?**
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| **SONUÇ**CONCLUSION | Sayfa No:Page No: |
| \*\*\*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.

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| COMPANY CIVIL ENGINEERSIGNATURE AND SEAL | INTERNSHIP COMMITEE | STUDENT SIGNATURE |
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| **REFERANSLAR**REFERENCES | Sayfa No:Page No: |
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| **EK DÖKÜMANLAR**SUPPLEMENTARY DOCUMENTS | Sayfa No:Page No: |
| \*\*\*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. |