A logo for a university

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**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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| İÇİNDEKİLER  TABLE 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 AKTİVİTELERİ  INTERNSHIP 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.   |  |  |  | | --- | --- | --- | | COMPANY CIVIL ENGINEER  SIGNATURE AND SEAL | INTERNSHIP COMMITEE | STUDENT SIGNATURE | |  |  |  |   \*\*\*\*\*\*\*\* Reproduce this page as much as necessary. | |

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| STAJ ÖZETİ  SUMMARY 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**)**   |  |  | | --- | --- | | 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?** | |

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

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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. | |