



INTERNSHIP
CIVIL ENGINEERING DEPARTMENT

INTERNSHIP DOCUMENTS

- The student must complete all application documents before starting the CE 300 internship
- You may download and print out these documents from departments website <http://ce.agu.edu.tr/undergraduate>
- **What are these documents ?**
- [Internship Application Form](#)
- [Internship Report Template](#)
- [CE 300 Internship Evaluation Form](#)
- [Internship Directive](#)

INTERNSHIP DOCUMENTS

- The student must arrange the date (start and end) and get the approval (signature and seal) from company.

After that,

- Get the approval from academic advisor,
- Internship committee
- Head of the department, respectively.

GENERAL RULES FOR INTERNSHIP REPORT

- Student must sign all the pages that declare all the information provided is true and correct.
- The signature and seal of authorized **civil engineer** must be placed on every pages of internship report.
- Student should attach his/her own pictures taken at site (in the report).
- Internship report must be printed out (.doc) typed in **English**.
- Student Evaluation Form must be approved by company's seal and signature, and it must 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 be written as at least one page with engineering details. Write your own sentences with a technical knowledge.
- Please make sure that you "bind" all the pages together, just like a notebook.

HOW TO WRITE A PROPER INTERNSHIP REPORT

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Mühendislik
Doğru
Sık. No 2/A
750 22

HOW TO WRITE A PROPER INTERNSHIP REPORT

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HOW TO WRITE A PROPER INTERNSHIP REPORT

➤ REFER THE FIGURES AND TABLES

When including a figure or a table from another source in your work, it is important to include appropriate citations.

Tables are numerical values or text displayed in rows and columns.

Figures are other illustrations such as graphs, charts, maps, drawings, photographs etc.

All Tables and Figures must be referred to in the main body of the text.

Number all Tables and Figures in the order they first appear in the text.

Refer to them in the text by their number.

For example:

As shown in Table 1 ...

OR

As illustrated in Figure 1 ...

Each table or figure should be titled and captioned.

Table 1. Hours of Television Viewing Per Week by Age Group	
....

HOW TO WRITE A PROPER INTERNSHIP REPORT

and then I met with my supervisor, Yasemin Hanım, and got general information about the project and civil engineering. Within the scope of job security training; It is mentioned that this training is very important in terms of our safety in working environment. Before entering the construction site, it was emphasized that it was absolutely necessary to provide helmets, reflector vests, work shoes suitable for construction sites or boots and masks. in the tunnel I found out that it is better not to stay near the 25m and right side of the work machines and to use protective goggles, breathing masks and ear plugs in the tunnel. It was mentioned that each helmet represented a separate group.

- White (Administrator, Engineer, Visitor)
- Yellow (workers)
- Red (quality control, fire defense)
- Orange (Foreman)
- Blue (Care Group)
- Green (health staff)



Figure name??

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INTERNSHIP ACTIVITIES : DAY 6: 3/9/2018

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justify text to both sides

I did some research about Onyx and its material properties. Onyx is about 3.5 times stiffer than standard nylon because of the micro-carbon reinforcement. Because it also contains nylon, the engineering toughness and wear resistance is comparable as well, and the material has a heat deflection temperature of 145 °C. So already, it's a pretty great material, but the best part is, it doesn't stop there! You can use it with our high-strength fibers – carbon fiber, Kevlar, fiberglass, or HSHT fiberglass, to even further strengthen your parts. With Onyx and composite fibers, the strength of your 3D printed parts can reach staggering levels, which is awesome.

you should mention about the figure in the text



nothing!! not means anything.

Figure 2: Onyx

HOW TO WRITE A PROPER INTERNSHIP REPORT

You must use units and technical knowledge correctly. Basically, you can't say, a wheelbarrow plaster. Also, only one or two sentence is not enough to tell a whole day. You must write at least a paragraph and support your knowledge with figures.

KOLİN, CENGİZ and KALYON, become together to handle this huge project. The main road part that under construction by our company LİMAK is about 21.85 km. But access roads, crossroads, and side roads have the total length of 14.15 km. So total length of the KMO part 4 which is constructing by LİMAK is 36 km. Route is shown in Figure 1. By the end of the project, 25 million m³ excavation and 20.5 m³ filling will be done. 525000 m³ of concrete and 3.3 million tons of superstructure material will be used.

The kind of project is build operate transfer. That means if the company done its all work it will start gaining money from the project earlier. Project duration is determined as 3 years construction and 3 years and 9 months operation, therefore totally 6 years 9 months.

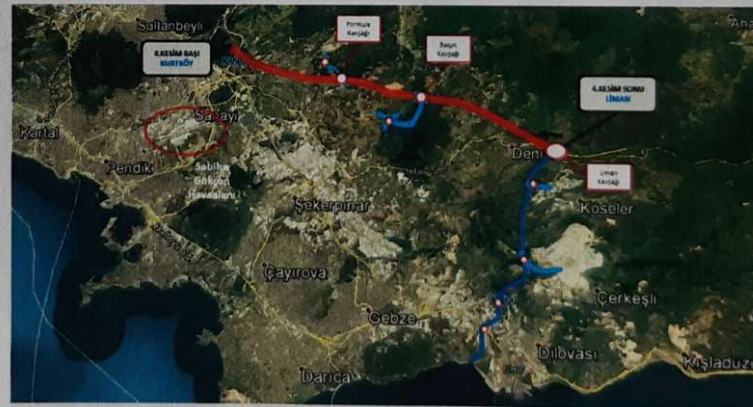


Figure 1: Route of the highway (part 4)

HOW TO WRITE A PROPER INTERNSHIP REPORT

* SIGN THE PAGES

- * Student should sign all the pages, after that civil engineer in the company should sign the pages.

Gravels are more effective for drainage than normal filling materials. So panel will not be affected by settlements. When number of trucks that carry filling materials, arrive and unload, compactors starts to compact material until the certain rate. We stayed whole day to observe each step of the reinforced earth application.



Figure 4&5: Strips and panels are used to reinforce earth.

Civil Eng. of Company	Internship Committee	Student
Adnan KAYA Büyük Sanat Yapıları Şefi		

HOW TO WRITE A PROPER INTERNSHIP REPORT

* PAY ATTENTION

* Writing, profile picture, etc.

İnşaat mühendisliği Staj programı
Civil Engineering Internship Program

Adı, Soyadı:
Name, Surname

Bölümü: CIVIL ENGINEERING
Department

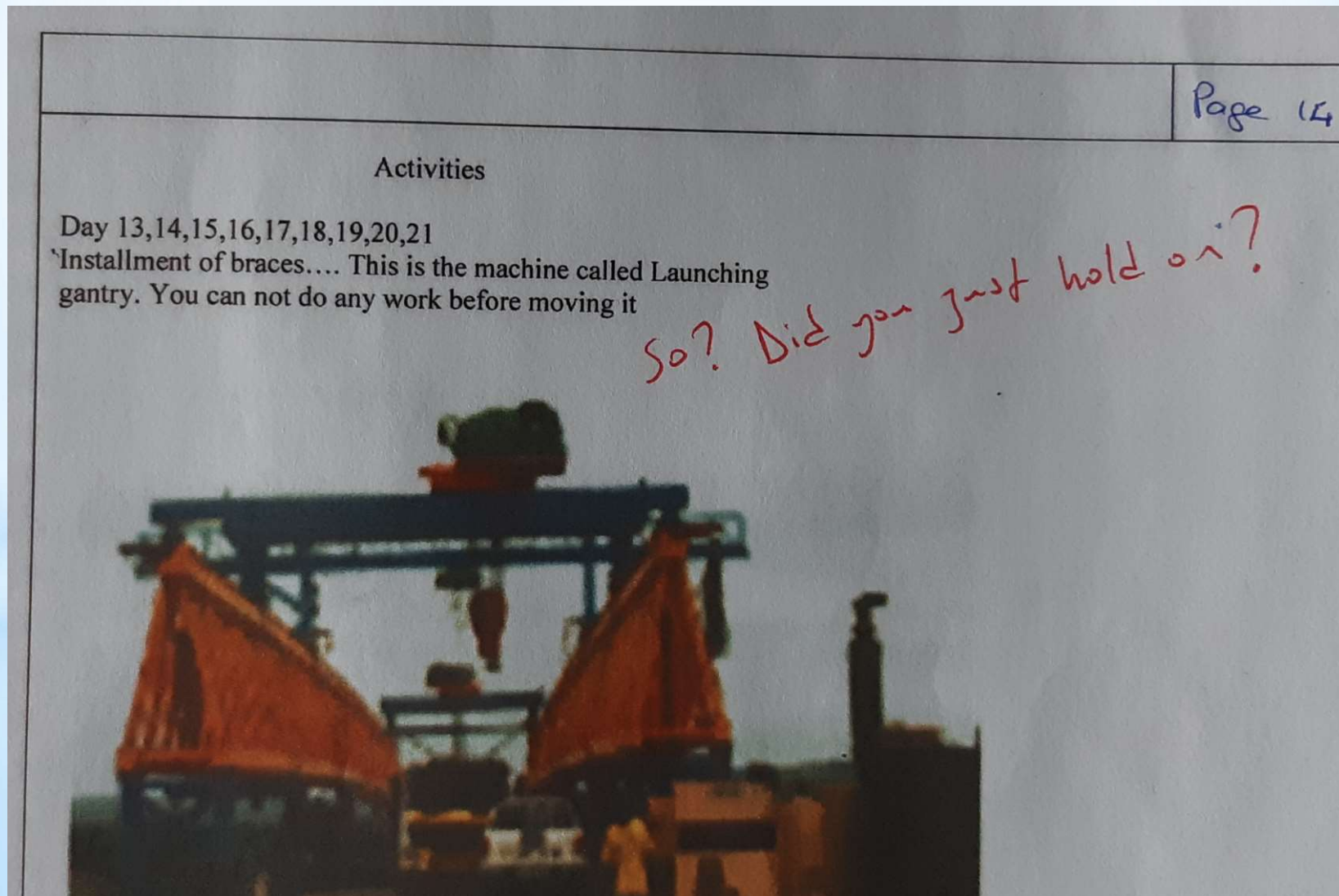
Resim
Picture

YAPILAN PRATİK [*]
ACCOMPLISHMENTS

Müessese ve iş yeri Name and place of company	Kısım Department	İşe başlama tarihi Starting date	Ayırıldığı tarih Completion date	Çalışmadığı Günler Nonworking days	Çalıştığı Günler Working days
CIRA-SA	CIVIL ENGINEERING	02/07/18	16/08/18	0	40

* 1 PAGE FOR 1 DAY

- * You can write 1 page for 1 day (at least % 50 or above of page should include writing)



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* WORDS IN TURKISH

- * It is forbidden to use Turkish words in the text

other important point is the soil classification. The choice of soil class is determined by the highest floor layer thickness (h_1) in the regulation. On the other hand, it is determined according to the soil groups table (A,B,C,D). For example, when class Z4 is selected from Table 3, $T_A = 0.20$ and $T_B = 0.90$ (TDY 2007).

$$S(T) = 1 + 1.5(T/T_A), (0 \leq T \leq T_A)$$

$$S(T) = 2.5, (T_A < T \leq T_B)$$

$$S(T) = 2.5(T_B/T)^{0.8}, (T_B < T)$$

Using the above formulas, the spectrum coefficient $S(T)$ is determined. Here, the equations are connected to T and T = the natural period of the building. If the values to be entered into the program are incorrect, it causes negative results in the project. Therefore, the regulation must be applied correctly and completely.

Sayfa 11 TDY 2007 denklem 2.2 tablo 2.4

Table 3:

Using Turkish words!!!

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* SHARE INFORMATION

- * If you learned lab rules, please write them all !

INTERNSHIP ACTIVITIES: DAY 1 : 27/08/2018

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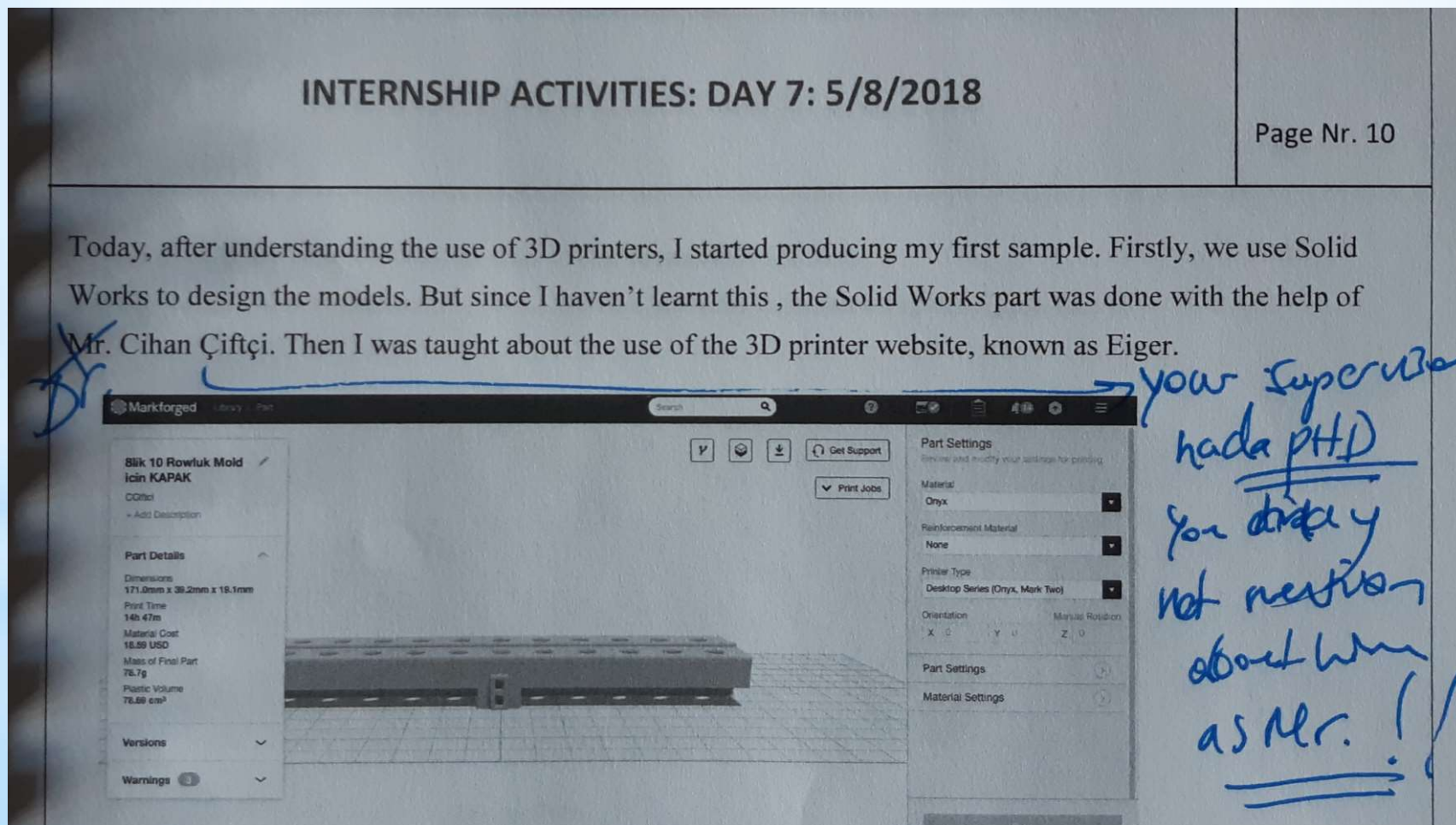
I was given more information about the project. I was also taught about the lab rules that I should follow. The day was spent understanding the lab rules.

✓
What are they???

HOW TO WRITE A PROPER INTERNSHIP REPORT

* USE TITLES/DEGREES CORRECTLY

- * You may mention so many people from different degrees in the text, so please be careful about their titles.!

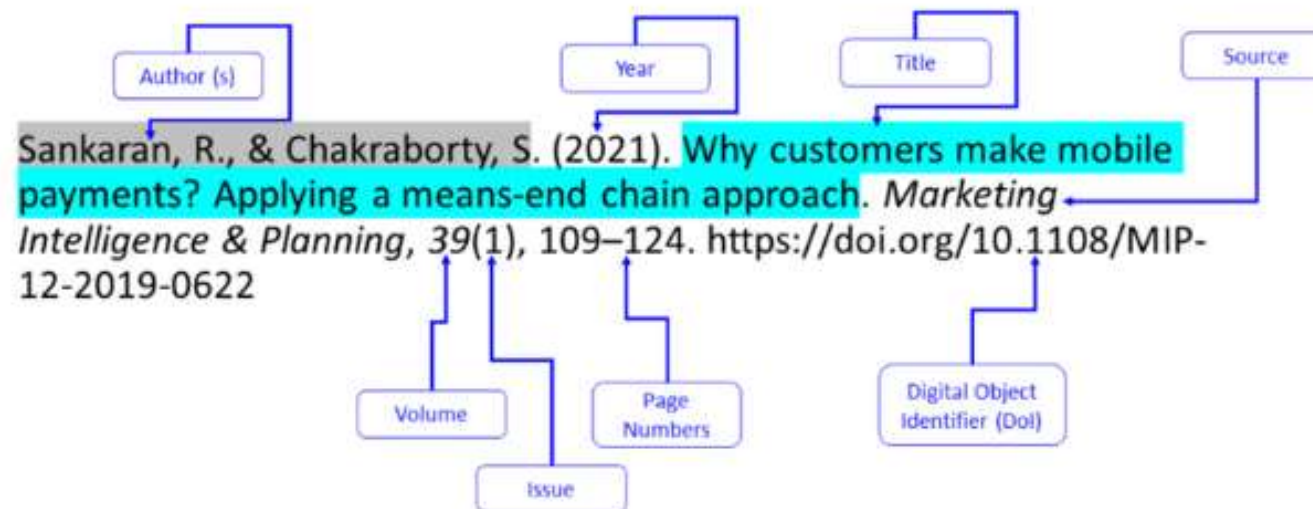


HOW TO WRITE A PROPER INTERNSHIP REPORT

* REFERENCES

Books

Example (citation) to explain the in-text
(parenthetical citations & narrative citations)
and end-of text citations



HOW TO WRITE A PROPER INTERNSHIP REPORT

* REFERENCES

Website

Websites

In-text citations

Cite the name of the author/ organisation responsible for the site and the date created or last revised):

(International Narcotics Control Board 1999)

References

Include information in the following order:

- author (the person or organisation responsible for the site)
- year (date created or last updated)
- name of sponsor of site (if available)
- accessed day month year (the date you viewed the site)
- URL or Internet address (between pointed brackets). If possible, ensure that the URL is included without a line-break.

International Narcotics Control Board 1999, United Nations, accessed 1 October 1999,
<<http://www.incb.org>>

CE 300 and CE 404

Students will be responsible to complete CE 300 and CE 404 (Workplace Experience)

- **CE 300 internship has to be minimum 30 workdays.**
- **CE 300 will be 'ON SITE INTERNSHIP' .**
- **You can perform this internship in a laboratory which includes high quality detailed experiments.**
- **Students must find the company or laboratory themselves.**

NEW GENERATION INTERNSHIP

- CE 404 (Workplace Experience) will be a whole semester internship. You will complete the last spring term of your education with this internship. You will be an 'INTERN ENGINEER'
- Due to the insurance policy, you will have no break such as LFW (lecture free week) or spring break.
- Students have to find the company themselves. AGÜ CE will approve and sign an agreement with the company. We have agreement with some companies but very limited.
- AGU CE internship committee may visit the site to observe the student uninformedly.
- More detailed information can be found in the CE 404 syllabus which will be at our website before the term started.