

# Handbook of

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# Internship

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AGU

**Civil Engineering Department**

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## **General Info**

- Students are completely responsible for implementation, following general process steps, following principles and rules within all internship process.
- Internship Commission of Department of Civil Engineering which consists of lecturers and assistants of this department take decisions about qualities of internship at official or private foundation, points to take into consideration during internship, form of setting of internship reports, suitability of internships and other details, also provide announcement to the students.
- Internship commission sets informing meeting towards students in summer term annually.
- Council of Department takes decision about whether considerate internships of students enrolled through undergraduate or vertical transfer which are accepted at department or program which students study before valid or not through taking internship commission's opinion.
- Minimum internship duration which student has to complete to graduate from Civil Engineering license program is 80 workdays. Minimum 40 workdays of this period must be done as "Worksite Internship" at worksite which is considered appropriate by Internship Commission and where every civil engineering manufactures are performed; minimum 20 workdays of this period must be done as "Office Internship" which includes design, Project and planning applications. Students have optional worksite, office and laboratory internship about research activities for the remaining duration.
- Students can do minimum 10 workdays internship in one term.
- At the workplaces and worksites where students work at Saturday and Sunday, provided that this situation with a document, these days are accepted as workdays.
- Internships can be done at domestic or foreign institutions and organizations which are considered appropriate by Internship Commission.
- Internship foundations can be advised to students by department or students can find internship foundation themselves. In a condition of students find their own internship foundation, commission takes decide whether internship foundation is appropriate or not.
- It is compulsory that the workplace where internship will be done has to include at least one Civil Engineer.

**Procedures before the internship**

- Student fills the Internship Application Form and has this form approved to Academic Advisor and Head of Department.
- Student have form which signed by Head of Department approved to executive of company/institution/organization.
- Student takes confirmed form from Internship Commission “Internship place suitability confirmation”.
- Student will deliver “Internship place suitability confirmation” with the copy of ID card and letter of application to Engineering Faculty Dean.
- Student who will be intern is insured with “Insurance of Occupational Accidents and Professional Diseases” which is in the scope of Law of Social Insurance numbered 5510 by Dean in the direction of information which is found in Workplace Internship Acceptance Form.

**Procedures during the internship**

- Student must obey every domestic legislation and rules of foundation which they do internship.
- Students are responsible to do works which given by executives about internship subject and carry out their responsibilities.
- Internship commission control to student at internship foundation in condition which they consider it necessary.
- All of works during internship must be summarized and noted to internship summary by student separately for every internship day. Student also prepares “Internship Report” which includes working subject and working place documents like photograph, project, technical report about activities which students attend. Internship Summary and Internship Report must be confirmed by company executive (executive must be Civil Engineer).
- Students who did their internship at foreign companies are responsible to submit their entrance and exit dates to Turkey when they deliver internship report (Pages about passport or document which is taken form system of e-Devlet)).

**Procedures after the internship**

- Student gives Internship Evaluation Form to company executive. The form which is filled by company executive/executives must be delivered to Head of Department through student's hand or e-mail.
- In the semester which follows internship, if it is a first internship term students have to take CE 300 course, if it is second internship term students have to take CE 400 course with other semester courses.
- Students are responsible to deliver Internship Summary, Internship Report and attachments if they exist to Head of Department by signature from start of term which students take CE 300 and CE 400 lessons.

**Control and evaluation of internship report**

- The reports that unapproved from company or incomplete and late submissions will not be evaluated.
- Internship commission examines the reports (1 month) that delivered by the head of department. Internship commission may test the student verbal or written, if necessary.
- Internship commission may request the correction of the report or reject the report according to the evaluation.
- Student who became unsuccessful about his/her whole report or partly, has to repeat that internship. All students have to complete their internships successfully to be graduated.
- After the examination of the internship reports, students who made falsification, fabrication in internship documents and in attached documents or submit fake internship reports, will fail and start proceedings for these students within the limits of Higher Education Institutions Students Disciplinary Regulations.

**Announcement of internship results**

- The Commission evaluation results are announced by the Department and reported to the Dean.
- Students can appeal to the Department within seven days from the announcement of the internship results.
- Objections are resolved within a maximum of fifteen days examined by the Department.

## **Outline for Internship Report**

### **1. Cover Page**

Cover page should display: Student name, ID number, education year internship start and finish dates, type of internship (SITE – OFFICE -- LABORATORY) and title of project (report) , such as: “ *INTERNSHIP REPORT ON THE CONSTRUCTION OF TARSUS CONCRETE FACED ROCK FILL DAM*”

### **2. General rules**

This part includes some rules for your internship report.

### **3. Accomplishments**

Give information briefly.

### **4. Table of contents**

Include a table of contents giving the name of each part/chapter and its page number

### **5. General report page**

Reproduce this page as much as necessary. This is the main text of your report. This is the part in which you should explain your work in detail; what you have done, what you have observed, and what you have learned during your summer practice. The main text should be written in engineering details .You should write the information that you learned in engineering language. You can attach the documents; drawings, pictures, tables, calculations, etc. about the project at the end of the report. Give names to these documents, for example; Picture 1 shows “iron work of floor 3, 40\*40 columns” or Table 1 shows “material list of the R & D laboratory”. All figures, tables and appendices should be referred to in the text of the report.

## **6. Summary of internship**

Write the summary of all work done as internship (1 page)

## **7. Description of company**

7.1. What is the full title of the company?

7.2. Name and contact address

7.3. Location

7.4. Brief history of the company

7.5. What kind of projects that company operates in?

7.6. Present structure and organizational scheme

7.7. Number of engineers employed, include their duties

## **8. Assessment of the company and internship**

Answer the questions

## **9. Conclusion**

This should summarize the outcome of your work during your summer practice and may include recommendations. Summarize what you did and what you learnt in the summer practice and discuss the benefits? Avoid using standard sentences, such as “the summer practice is very useful” etc. Instead, write your own ideas.

## **10. References**

If you use books, journals, etc. list the references, arranged in alphabetical order of authors' surnames (and in chronological order of the works by the same author, follow these examples quoted from a conference, a periodical, and a book: o Kristianovic, S.A. & Zheltov, Y.P. (1955).Formation of vertical fractures by means of highly viscous liquid. Proc. 4th World Petrol Cong.. Rome. 2, 579-586. o Skempton, A. W .( 1954 ).The pore pressure coefficients A and B. Geotechnique 4, No.4, 143-147. o Terzaghi, K. .(1943).Theoretical soil mechanics. pp. 8- 24, New York: Wiley. Web sources: Title of the source, <http://www.websource.com> (Date of access)

## **11. Supplementary documents**

You can attach your additional documents, photos, detail drawings, etc., which are related with project that contributes internship, in an A4 envelope.

# Report Writing Guidelines

## 1. Paper Type

The report must be written on a white, high quality, opaque A4 paper of which a single brand of paper manufacturer is used throughout the report.

## 2. Text font and style

The report must be written using Times New Roman. The font size should be 12 throughout the text. See the related titles in the manual for the special font size and style.

## 3. Margins

All text must be justified and the margins should be 3.5 cm from the left, 2.5 cm from the right, top and bottom.

## 4. Spacing

The report must be written using 1.5 line spacing. Single spacing must be used for figure and table captions, figure and table names in the contents, bibliography and footnotes. The chapter titles must have four single spaces above them; headings have triple spaces above and below; sub headings have double space above and below.

## 5. Indentation

Indentation must be done at the start of each chapter text and at each the paragraph using the tab margins, with 1 cm indentation.

## 6. Pagination

Starting with the “abstract” page, there must be a page number on each page of the report. The cover page, approvals page, and dedication page do not include pagination. Lower-case Roman numerals (i, ii, iii, etc.) must be used starting the “abstract” pages, followed by the acknowledgments, the table of contents, the list of figures, and the list of tables. Arabic numerals (1, 2, 3, ...) are used from the beginning of the first chapter and must run consecutively until the last page of the report. The page numbers must be placed at the bottom of each page, centered.



## 7. Abstract

The report contains one abstract in Turkish (özet) and one abstract in English, both not to exceed 1 page individually.

The abstract page must start with the title “ABSTRACT” . The title should all be in capital letters. The name and surname of the author, the name of the degree program, the name and title of the supervisor, and the dissertation month and year should follow as in the sample guideline below. Keywords must be placed in italics at the end of each abstract with a maximum of 5 keywords. The abstract and the keywords must be written using 12 pt. fonts.

## 8. Table of Contents

"TABLE OF CONTENTS" title must be in 24 pt. Times New Roman font, capitalized and centered. The table of content entries must start with the first chapter of the text, excluding the abstract, acknowledgement, cover page pagination. The entries in the contents should match exactly with the in text titles, subtitles, sub-subsections.

The title names must be capitalized, in 12 pt.fonts, bold; subtitles must be written using indentation, capitalized, regular (i.e. not bold), 12 pt. fonts; sub-subsections must be intended further from the subsections, written in italics using 10 pt. fonts, only the first character is capitalized.

i.e.,

<b>1. INTRODUCTION.....</b>	<b>1</b>
<b>2. TITLE .....</b>	<b>2</b>
2.1 SUBTITLE 1.....	2
2.2 SUBTITLE 2.....	2
2.3 SUBTITLE 3.....	2
2.4 SUBTITLE 4.....	3
2.4.1 <i>Sub-subsection 1</i> .....	3
2.4.2 <i>Sub-subsection 1</i> .....	3

**9. List of Figures and Tables:** These lists should be arranged similar to the “Table of Contents” format.

i.e.,

Figure 2.3.1 Figure caption.....	3
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The title of the table/figure in the given list must exactly match the pagination and the wording used in the figure/table caption. Single spacing must be used if the caption exceeds single line.

## **10. Text**

The report organization must follow the table of contents subsection formatting. Each chapter must start with a new page, with the chapter name and title; numbered, the first character capitalized, written using 24 pt. fonts. The subtitles and sub-subsections must be written with the first character capitalized, using 18 pt. and 14 pt. fonts, respectively.

## **11. Tables and Figures**

The figures and tables used within the report must be placed in a stylistic way. The figures must be at high quality graphics format, with all the characters being readable, if any text included. The tables and figures should be numbered consecutively throughout the text. For example, the second figure in the subsection 2.1 should be numbered as Figure. 2.1.2 and the first figure in the sub-subsection 3.2.1 should be numbered as Figure. 3.2.1.1

The captions of the figures and tables must be aligned left, with the first letter capitalized.

## **12. Equations and Formulas**

Equations and formulae must be typed using professional software, separated from the text, placed in the middle of the flowing text, with equation numbers placed in the same line of the equation, in bold typeface, using 10 pt. fonts, numbered in a similar fashion of the figures/tables.