



ABDULLAH GÜL ÜNİVERSİTESİ

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 FINISH 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.

İÇİNDEKİLER
TABLE OF CONTENTS

SayfaNo:
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	INTERNSHIP COMMITTEE	STUDENT
SIGNATURE AND SEAL		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

Please , answer the following questions:

- **What qualifications or information you think that you have gained from internship? Write advantages and diasadvantages if any?**

- **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.?)**

No I didn't

Yes , Explain.

- **Was the company enough to satisfy you related with internship place, job skills, technology usage,etc. ?**

Yes Partially No

- **Did you get along with the employees?**

too bad bad good excellent

- **Do you have any suggestion about internship?**

- **Do you want to do internship in 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, gözlemlerinizi ve tecrübelerinizi içeren bir kapanış yazısı yazınız.
Write summary of conclusion including outcomes, observations and experiences about the internship .

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.