



**İZMİR UNIVERSITY OF ECONOMICS
FACULTY OF ENGINEERING
DEPARTMENT OF CIVIL ENGINEERING
INTERNSHIP GUIDE**

İZMİR UNIVERSITY OF ECONOMICS
DEPARTMENT OF CIVIL ENGINEERING

GUIDELINES FOR INTERNSHIPS (ST200/ST300 or CIVEST 300/ CIVEST 400) REPORTS

You should abide by the internship guide provided by Career Guidance Centre. <https://kariyer.ieu.edu.tr/tr>

How to apply for internship:

(<https://kariyer.ieu.edu.tr/tr>)

1. THE COVER PAGE (1 page)

The cover page should be prepared according to the example 'Internship Report' given in <http://kariyer.ieu.edu.tr/tr/formlar>

2. TABLE OF CONTENTS (1-2 pages)

3. The cover page should be prepared according to the example 'Internship Report' given in <http://kariyer.ieu.edu.tr/tr/formlar>

4. SUMMARY (1 page)

Give a brief outline of the type of work you have done, and the project that you were engaged in during your summer practice. The aim, scope of the internship work, the method(s) used and the conclusion(s) will be stated clearly and shortly in a way that includes the summary of the report text without exceeding one page

3. MAIN TEXT (10-20 pages)

The questions given in <https://kariyer.ieu.edu.tr/tr/staj-raporunda-cevaplancak-sorular> will be answered.

IMPORTANT For Question 5!!!

Q5) Please list the duties you performed throughout your internship and explain what you did about these duties. Please attach the visual documents if any to the Internship 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 practice. The main text should be divided into weekly or daily based subsections, such as Week 1, Week 2, Week 3 or Day 1, Day 2, Day 3 etc. Each subsection must involve technical detail of the work done or observed. In order to enhance this part you can use different sources like web search in addition to the practical knowledge you got during the internship.

In order to prepare this part properly, you should take notes, technical keywords during the internship and mention them in your report in detail.

If you have completed your construction site internship, first you should define the construction, phase of the construction. Then you should explain the technical work (method, material, convenience with recent specifications) conducted on daily or weekly basis in detail with the aid of other resources (web etc.). For example, if you have seen a sub structure part like foundations, you should explain the foundation system, provide some numerical data such as dimensions; soil type etc., material info, layout and types of reinforcement, the materials used for isolation etc.

If you have completed your office internship, first you should define the work by giving some data such as structural type, location and general data about the structure (dimensions, number of stories etc.). For example if you have seen a part of seismic design of a building you should provide the seismic data and the design steps you followed based on the recent specifications (TBDY 2018, TS500 etc.) and explain them briefly.

Do not include text-book information, unless absolutely necessary. If you want to give such information, cite properly so that the reader can find more information about the subject. All figures, tables and appendices should be referred to in the text of the report.

Avoid using jargons and standard sentences, such as “the summer practice is very useful” etc. Instead, write your own ideas.

4. APPENDICES (1-5 pages)

An appropriate “title” must be selected for each “Appendix”, and must be numbered as Appendix-1, Appendix-2, Appendix-3 in accordance with the presentation order. (Ex: Appendix-1. Organizational Chart of the Institution).

IMPORTANT ANNOUNCEMENTS

(a) The report must be written in English using simple words. Do not use abbreviations such as "it's" or "he'd" instead use “it is” or “he had”. Avoid using Turkish technical terminology, if you are not sure, give in parenthesis Turkish equivalent word, (you may find several dictionaries available in bookstores and libraries, etc.).

(b) The Page Setup and Writing Rules are given at website of Career Guidance Centre <https://kariyer.ieu.edu.tr/tr/staj-kilavuzu>

(c) **It is important that the report should be easily understood.** All figures, photographs, and tables must have a caption (written at the top of tables, and in the bottom of figures and photographs), and **must be numbered in the same sequence in which they are referred to in the text.**

(d) You should register for the appropriate course (ST200 or ST300 / CIVEST 300 or CIVEST 400) at the beginning of the semester immediately following each summer practice. If you do not register for the following two semesters after your practice, you must repeat your internship.

(e) The student who will do the internship is obliged to read all the documents related to the internship offered by IUE “Career Guidance Center” on the website, to fill in the application files in accordance with the directions and to submit to by SIGNATURE to the RESEARCH ASSISTANTS of the Civil Engineering department.

(f) Civil Engineering Department students have to do **20 work days Office, 20 work days Construction Site internship (Totally 40 days)**. There is no order in office or construction site internships.

(g) In the Construction internships, Saturday is counted as a working day (**if it is confirmed by the organization**).

(h) Internship reports and required documents must be delivered within **7 WORK DAYS** as of the end of the internship. Students can send them by cargo, but they are obliged to follow up their documents. (**Note: Internship reports should sent to RESEARCH ASSISTANT Merve OKAN/ RESEARCH ASSISTANT Hüseyin Kürşat ÇELİK by cargo (as a hard copy). Delivery address is IUE. Please write “STAJ EVRAKI” on your cargo (Recipient name: RESEARCH ASSISTANT Merve OKAN/ RESEARCH ASSISTANT Hüseyin Kürşat ÇELİK).**

(i) All required forms are provided at <https://kariyer.ieu.edu.tr/tr/formlar>

(j) Do not forget to add the forms “Internship Place Evaluation Form (EK-4)” and “Intern Evaluation Form (EK-3)” to your post. Note that you have to put the form EK-3 in a closed envelope stamped by the organization.

(k) There may be oral examination by committee if required.

Department of Civil Engineering Internship Committee Members

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