

**YEDITEPE UNIVERSITY**

**FACULTY OF ENGINEERING**

**CIVIL ENGINEERING DEPARTMENT**

**Training Guideline**

**Prepared by**

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**Modified by**

**Assoc. Prof. M. Murat Monkul**

**SECTION A. INTRODUCTION TO TRAINING PRACTICE**

The purpose of this guidance is to provide students a general information related to the Tranining Practice as well as the format of the Training report. First of all, your training report must involve and discribe the professional background of the company and what you professionally did there as a student. Your report should include the significane of the technical/professional aspects of your training. It is worth noting that you will be evaluated based on the quality of your report, and not on the lenght, so aviod including any irrelevant information.

# SECTION B. GENERAL INFORMATION

* The duration of your summer practice must be at least 20 working days. This period should be continuous and therefore you are not permitted to have time gaps during the summer practice.
* You are not allowed to do your summer practice while attending the summer school. Summer practice is a full-time occupation.
* Finding an appropriate company for your summer practice is fully your responsibility.
* You are expected to take a letter of acceptance from the company you intend to do your summer training (see Appendix 1: Summer Practice Acceptance Form). Once your company fills the summer acceptance form, you must submit this form to the Coordinator within the specified deadline (deadlines for each semester will be announced on the website). You are then free to pursue the summer practice following the approval of the Coordinator.
* Institution / company you intend to pursue your Training Practice should have at least two full-time professional engineers of the field of practice.
* You are expected to obey the rules and regulations of the company and also those of the University during the entire period of practice.
* If you are not able to attend the practice for few days due to foreseeable reasons, you should inform your supervisor and you should inform the Coordinator via e-mail and these days should be compensated later.
* At the end of your summer practice you are expected to submit two documents to the Coordinator for the evaluation of the summer practice: 1. Summer Training Diary, 2. Trainee Evaluation Report. The format of these two documents can be found on the website.
* When completed, hard copy of ‘Training Diary Report’ must be submitted to the Coordinator. Deadlines for each semester will be announced on the website.
* The report is expected to summaries the experience and observations gained through out the practical training, in accordance with the required content and the format described in this guideline.
* Your summer training report will be evaluated by an academic member of the Program on a satisfactory/unsatisfactory basis.
* You are also required to give an oral presentation which is an oral examination of your training practice.
* The duration of the presentation is limited to 10-12 minutes. Please note that failure to deliver an acceptable presentation will result in an unsatisfactory grade.
* Following an unsatisfactory report and a presentation, the report should be returned to you for revision and/or rewriting. You will then be examined based on your revised report; however, if your revised report is still unsatisfactory, you will then be requested to repeat the summer practice.

# SECTION C. STEPS FOR SUMMER PRACTICE

1. You are required to fill and print the *Summer Practice Approval Pages* out (Appendices 3 and 4). You should also attach your photograph. Do not forget to get stamp and signature of the company and the Coordinator before the end of the semester.
2. It is essential to fill the Training Diary (see Appendix 5) throughout the training practice. You should also get approval from your supervisor at the company.
3. At the beginning of the new semester (exact dates to be announced on the website for each semester), you will submit a hard copy of ‘Training Practice Report’ to the Coordinator.
4. The presentation schedule will also be announced from the website.

# SECTION D. FORMAT OF TRAINING PRACTICE REPORT

* The report should be in English
* The report should be prepared with a PC and printed. (Soft copies are not accepted).
* Main headings are to be centered and written in capital boldface letters. Sub-titles shall be written in small letters and boldface. The typeface shall be Arial font with 12pt.
* An electronic copy of the report (preferably in a CD) should be enclosed in the report.
* Each report should be binded in a simple wire vinyl file.

# SECTION E. SECTIONS OF TRAINING PRACTICE REPORT

It is mandatory that your report will involve all of the below sections.

**Cover Page**: The format of the Cover Page can be found in Appendix 1.

**Training Practice Acceptance Form**: Place the Training Practice Acceptance Form after Table of Contents. (Training Practice Acceptance Form can be found in the Appendix 2).

**Training Practice Approval Page (Faculty Member)**: Training Practice Approval Page obtained from the Faculty Member should then be inserted. (See Appendix 3 for the Training Practice Approval Page / Faculty Member).

**Training Practice Approval Page (Company)**: Training Practice Approval Page obtained from the Company should be placed here. (See Appendix 4 for the Training Practice Approval Page / Company).

**Accomplishments**: Format of your Accomplishment page can be found in Appendix 5.

**Work Accomplishments**: Format of your Work Accomplishment Page can be found in Appendix 6. This section is essentially the outline of your report.

**Daily Report:** Format of your Daily Report Page can be found in Appendix 7. In this section, you should describe what work activities you were involved and what you have observed during that particular day. The major expectation here is your involvement in an engineering activities and your report to show clear understanding and judgement to the experienced activity. You must also clearly state your role and if any your contributions in the project. For example, if you worked at a construction site, you can explain the stages involved in the construction. If you worked at a design office, you should provide details of the design procedure and stages you took part during the process. You can include necessary photos, figures, graphs, but do not forget to number them in order. This section is the main body of your report. This section is the main body of your report.

**General Report:**The technical report about the complete work done at this department will be written here. A separate report form may be used. This section is the summary of your report.

**Company Evaluation Report:** This section involves the brief administration plan of the company as well as your evaluation of the company.

**Appendices:** Appendices are for your supplementary materials. For example: Appendices may contain schematic drawings, computer programs, other drawings, etc.

# APPENDICES

Appendix 1: Cover Page

Appendix 2: Summer Practice Acceptance Form

Appendix 3: Summer Practice Approval Page (Faculty Member)

Appendix 4: Summer Practice Approval Page (Company)

Appendix 5: Accomplishment

Appendix 6: Work Accomplished (Outline)

Appendix 7: Daily Report (Main Body)

Appendix 8: General Report (Summary)

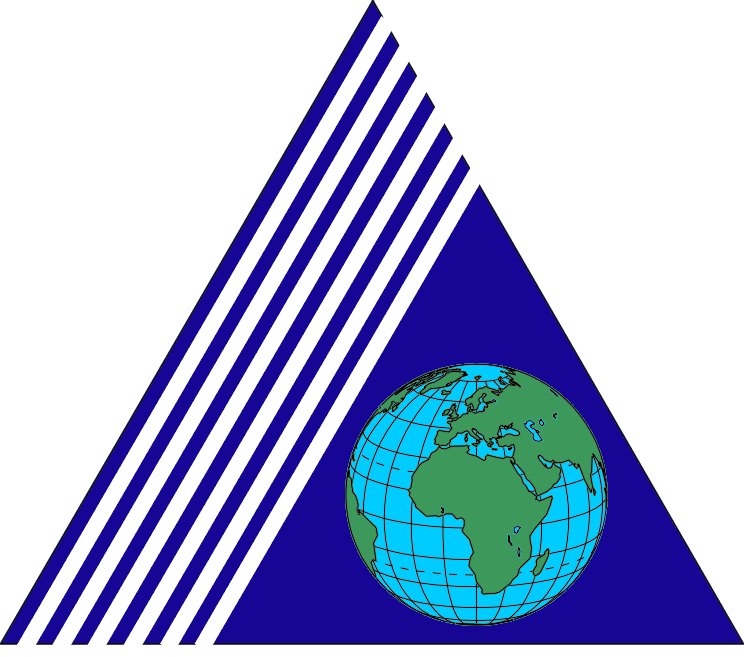
Appendix 9: Company Evaluation Report

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## Appendix 1: Cover Page

**YEDİTEPE ÜNİVERSİTESİ**

MÜHENDİSLİK FAKÜLTESİ

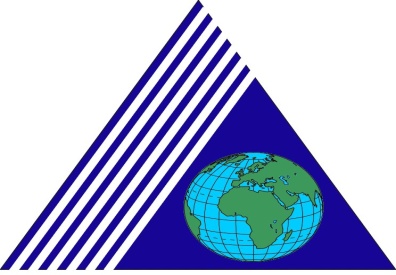


**STAJ DEFTERİ**

**TRAINING DIARY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ÖĞRENCİ - STUDENT** | Adı, Soyadı *Name, Lastname* | : |  | |  | Fotoğraf  Photo |
| No  ID | : |  | |  |
| Bölümü  Department | : | |  |  |
| Öğretim Yılı  Academic Year | : |  | |  |

## Appendix 2: Training Practice Acceptance Form



**Department of Civil Engineering**

**Engineering Faculty**

**Yeditepe University**

**YAZ STAJI ONAY FORMU / SUMMER PRACTICE ACCEPTANCE FORM**

|  |
| --- |
| **Stajyer Bilgileri / Trainee Information** |
| Soyad / Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| İsim / Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ID No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sınıf / Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| **Öğrencinin Staj İş Tanımı (firma yetkilileri tarafından doldurulacak) / Job Description of the Trainee (to be filled by the firm):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Firma Bilgileri / Company Information** |
| İsim / Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Adres / Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tel : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Faks / Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Stajyerden Sorumlu Kişi / Trainee Consultant** |
| İsim, Soyad / Name, Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Faks / Fax : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Verilecek İmkanlar (yemek, ücret, kalacak yer, ulaşım, sigorta v.s.) Benefits and Facilities Provided by the Company (food, salary, accomodation, transportation, insurance etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Staj Tarihleri / Dates of Practice:**  Başlama/Start: \_\_ / \_\_ / \_\_\_\_  Bitiş/ Finish: \_\_ / \_\_ / \_\_\_\_ |

**FİRMA / COMPANY**

**İMZA / SIGNATURE - MÜHÜR / SEAL**

## Appendix 3: Summer Practice Approval Page (Faculty Member)

## Appendix 3: Summer Practice Approval Page (Faculty Member)

Photograph of student

**STUDENT’ s**

**Name :** …………………………………………………

**ID Number :** …………………………………………………

**Signature :** …………………………………………………

**NAME AND ADDRESS OF THE COMPANY:** …………………………………………………

…………………………………………………

**Starting Date :** ……/………/……………

**Completion Date :** ……/………/……………

**Total Working Days :** ………… days

**ACADEMIC STAFF WHO**

**EVALUATED THE PRACTICE**

**Name :**

**Grade (S/U) :**

**Signature :**

**Date :** ……/………/……………

## Appendix 4: Summer Practice Approval Page (Company)

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## Appendix 4: Summer Practice Approval Page (Company)

Photograph of student

**CONFIDENTIAL**

**Summer Practice Evaluation Form**

**Student Name** : ……………………………………………….

**Company Name** : ……………………………………………….

**Company Address** : ……………………………………………….

**Company Phone #** : ……………………………………………….

**Starting Date** : ……/………/…………

**Completion Date** : ……/………/…………

**# of workdays** : ………… days

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent**  **(Please comment)** | **Good** | **Satisfactory** | **Unsatisfactory**  **(Please comment)** |
| **Attendance** |  |  |  |  |
| **Diligence and enthusiasm** |  |  |  |  |
| **Contribution**  **to work environment** |  |  |  |  |
| **Overall performance** |  |  |  |  |

**EVALUATION**

**Supervisor’s Name:**

**Title:** *Signature and*

**Date:** *Company Seal*

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| **Appendix 5: Accomplishments**     |  |  |  | | --- | --- | --- | | **YEDİTEPE ÜNİVERSİTESİ**  **MÜHENDİSLİK FAKÜLTESİ** |  | STAJ DEFTERİ / TRAINING DIARY  Defter No / Diary Nr : ... |  YAPILAN PRATİK *ACCOMPLISHMENTS* | | | | |  | | STAJ DEFTERİ / TRAINING DIARY  Defter No / Diary Nr : ... |
| Şirket Adı ve Adresi  Company Name and Address | Bölüm  Department | Başlangıç ve Bitiş Tarihleri  Starting and Completion dates | Çalıştığı Gün Sayıları  Working days | Şirket Yetkilisi  İmza ve Kaşe  Employer  Signature and Stamp | |
|  |  | .../.../......  .../.../...... |  |  | |
|  |  | .../.../......  .../.../...... |  |  | |
|  |  | .../.../......  .../.../...... |  |  | |

**Appendix 6: Work Accomplished**

**(NOTE:** only one company signature and stamp is needed for appendices 6, 7 and 8)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *TARİH* DATE | | | **YAPILAN İŞLER** *WORK ACCOMPLISHED* | | | **Sayfa No.**  Page Nr. | | | **ÇALIŞILAN SAAT**  **WORKING HOURS** | | |
| ../.../..... Pazartesi Monday | | |  | | |  | | |  |  | |
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|  | | |  | | |  |
| ../.../..... Salı Tuesday | | |  | | |  | | |  |  | |
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|  | | |  | | |  |
| ../.../..... Çarşamba Wednesday | | |  | | |  | | |  |  | |
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|  | | |  | | |  |
|  | | |  | | |  |
| ../.../..... Perşembe Thursday | | |  | | |  | | |  |  | |
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|  | | |  | | |  |
| ../.../..... Cuma Friday | | |  | | |  | | |  |  | |
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|  | | |  | | |  |
| ../.../..... Cumartesi Saturday | | |  | | |  | | |  |  | |
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| ../.../..... PazarSunday | | |  | | |  | | |  |  | |
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|  | | |  | | |  |
| Toplam / Total | | | | | | | | | |  | |
| **ÖĞRENCİ - STUDENT** | Adı, Soyadı *Name, Lastname* | | : |  | |  | Amirinin Ünvanı, Adı, Soyadı  Title, Name, Lastname of the Supervisor  İmza ve Kaşe  Signature and Stamp | | |
| İmzası  Signature | | : |  | |  |
| İşyeri ve Bölüm  Work Place/Dep. | | : |  | |  |
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| **YEDİTEPE ÜNİVERSİTESİ**  **MÜHENDİSLİK FAKÜLTESİ** |  | HAFTALIK RAPOR / WEEKLY REPORT  .../.../...... - .../.../...... |

**Appendix 7: Daily Report**

|  |  |
| --- | --- |
| **Bölüm** Department |  |
| **Yapılan İş** Work Done |  |
| (Buraya sadece bu tarihte yapılan işler “günlük” formunda yazılacaktır. Yapılan işlerle ilgili teknik rapor ayrıca “GENEL RAPOR” kısmında verilecektir.) *(Only the daily work will be written here, in “diary” format. The technical report about the complete work done will be given separately in the “GENERAL REPORT” section.)* | |

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| YEDİTEPE ÜNİVERSİTESİ  **MÜHENDİSLİK FAKÜLTESİ** |  | GÜNLÜK RAPOR / *DAILY REPORT*  .../.../...... – Sayfa No / *Page Nr* : ... |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ÖĞRENCİ - STUDENT** | Adı, Soyadı *Name, Lastname* | : |  |  | Amirinin Ünvanı, Adı, Soyadı  *Title, Name, Lastname of the Supervisor*  İmza ve Kaşe  *Signature and Stamp* |
| İmzası  Signature | : |  |  |
| İşyeri ve Bölüm  Work Place/Dep. | : |  |  |
|  |

**Appendix 8: General Report**

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| YEDİTEPE ÜNİVERSİTESİ  **MÜHENDİSLİK FAKÜLTESİ** |  | GENEL RAPOR / *GENERAL REPORT*  .../.../...... – Sayfa No / *Page Nr* : ... |

|  |  |
| --- | --- |
| **Bölüm** Department |  |
| (Buraya işyerinin bu bölümünde yapılan işle ilgili teknik rapor yazılacaktır. İstenirse bu rapor ayrı bir doküman olarak da verilebilir.)  *(The technical report about the complete work done at this department will be written here. A separate report form may be used, if necessary.)* | |

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| **ÖĞR**  **ENC**  **İ**  **- S**  **T**  **UDENT** | Adı, Soyadı *Name, Lastname* | : |  |  | Amirinin Ünvanı, Adı, Soyadı  *Title, Name, Lastname of the Supervisor*  İmza ve Kaşe  *Signature and Stamp* |
| İmzası  Signature | : |  |  |
| İşyeri ve Bölüm  Work Place/Dep. | : |  |  |

**Appendix 9: Company Evaluation Report**

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| **YEDİTEPE ÜNİVERSİTESİ**  **MÜHENDİSLİK FAKÜLTESİ** |  | ŞİRKET DEĞERLENDİRME RAPORU  *COMPANY EVALUATION REPORT* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company Name and Address:** | | | | | |
| Company Profile:Nr. of Employees: ........................... Nr. of Engineers: ........................... | | | | | |
| **Brief administration plan of the company :**  (Draw diagrams, write the names and titles of the responsible persons, and indicate the departments where you worked) | | | | | |
| **Company evaluation:**  (your evaluation of the company will be given here) | | | | | |
| **ÖĞRENCİ-STUDENT** | Adı, Soyadı Name, Lastname | : |  |  | Bu alan boş bırakılacaktır.  This box will be left blank intentionally |
| İmzası  Signature | : |  |  |