**İZMİR INSTITUTE OF TECHNOLOGY**

**FACULTY OF ENGINEERING**

**CIVIL ENGINEERING DEPARTMENT**

**GUIDELINES FOR SUMMER PRACTICE REPORTS**

Below are some guidelines describing what sections are expected and what each section should include in a summer practice report. The format of the summer practice report is given at Appendix A. Follow this formatting the guideline and be consistent throughout your report.

**1. Cover page**

Write the course code (CE 300/ 400); your Name, Surname, Student No, Name of the Company or Organization, Date of Completion of Report (month, year), Dates of Summer Internship according to Appendix A.

**2. Preface**

Provide the following information about the organization where you have done your internship:

* Name, location and contact adresses
* Brief history of structure
* Organizational scheme of the company
* Its importance in the engineering sector
* Courtesy acknowledge of any help from persons of this organization during the internship

**3. Table of contents**

Include a table of contents which gives the name and its page of chapters.

**4. Introduction**

Start the report with a brief introduction that describes what you have done during your internship. This section should not exceed one page.

**5. Main text (Summer Practice)**

A section in which you explain briefly what knowledge and skills learned. What you observed, done and learned should be clearly identified. All abreviations and notations must be defined when they first appear in the text. Do not include text-book information unless it is necessary. Indicate the self-learning that you do during your internship. If you need to include from other sources, cite correctly as stated in Appendix A. List references (to papers, documents, manuals, web pages, etc.) at the end of your report (after the conclusion and before the appendix) in a separate section entitled References. Number each figure/table, add a meaningful caption to each figure/table, and refer to the figures/tables inside the text using their figure/table numbers.

**6. Conclusion**

Have a conclusion section where you summarize the work you have done. Clearly state what you have learned, experienced and acquired. This section should not exceed one page.

**7. References**

The references are should be arranged in an alphabetical order of authors’ surnames. Refer to following table while citing other people’s work.

|  |  |
| --- | --- |
| EXAMPLES OF REFERENCE TYPES | |
| In the reference list | In text citation |
| 1. **Book with one author**   Arora, J.S. (1989). Introduction to Optimum Design. McGraw-Hill Book Co., New York. | (Arora, 1989) or  Arora (1989) gives an example.... |
| 1. **Book with two authors**   Ang, A. H-S., & Tang, W. (1975). Probability Concepts in Engineering Planning and Design, Volume I- Basic Principles. John Wiley & Sons, New York. | (Ang & Tang 1975) or  Ang and Tang (1975) said |
| 1. **Book with three to five authors**   Dandy, G. C., Walker, D., Daniel T., & Warner, R. F. (2008). Planning and Design of Engineering Systems. Taylor & Francis, New York. | (Dandy, Walker, Daniel, & Warner, 2008)  then  (Dandy, et al., 2008) |
| 1. **Book or report by a corporate author e.g. organisation, association, government department** | |
| AASHTO (1994). LRFD Bridge Design Specifications. American Association of State Highway and Transportation Officials, Washington, DC. | (AASHTO, 1994) |
| 1. **Book chapter in edited book**   Helber, L. E. (1995). Redeveloping mature resorts for new markets. In M. V. Conlin & T. Baum (Eds.), Island tourism: Management principles and practice (pp. 105-113). Chichester, England: John Wiley. | (Helber, 1995)  or  Helber (1995) compares luxury  resorts ... |
| 1. **Conference Paper**   Wen, Y. K., & Kang, Y. J. (1997). “Minimum life-cycle cost design criteria”, Advances in Structural Optimization Proceedings of the US-Japan Joint Seminar on Structural Optimization, ASCE, New York, pp. 192-203. | (Wen & Kang, 1997) or  According to Wen and Kang (1997)... |
| 1. **Journal Article**   Ang A. H–S., &De Leon, D. (1997). “Determination of Optimal Target Reliabilities for Design and Upgrading of Structures” Structural Safety, Vol. 19, No. 1, pp. 91-103. | (Ang & De Leon, 1997) or  Ang and De Leon stated... |
| 1. **Personal Communication (letters, telephone conversations, emails, interviews)**   *No reference list entry as the information is not recoverable.* | (H. Akasyalı, personal  communication, March 19, 2004) |
| 1. **Thesis**   Sotiropulos, S. N. (1991). "Response of bridge superstructures made of fiber reinforced plastic." M.S. thesis, West Virginia Univ., Morgantown, WV. | (Sotiropulos, 1991) or  Sotiropulos (1991) studied... |
| 1. **Web**   Burka, L. P. (1993). “A hypertext history of multi-user dimensions.” *MUD* history, <[http://www.ccs.neu.edu](http://www.ccs.neu.edu/)> (Dec. 5, 1994). | (Burka 1993) or  Burka (1993) claims... |

**8. Other**

Write in your own words. Do not copy and paste from other documents. Use proper English grammar and vocabulary and pay attention to sentence structures. Be clearly understood in report parts/chapters and follow strictly this guideline.

**İZMİR INSTITUTE OF TECHNOLOGY**

**FACULTY OF ENGINEERING**

**CIVIL ENGINEERING DEPARTMENT**

**SUMMER PRACTICE REPORT**

**CEX00(300 or 400)**

**Name, Surname**

**ID Number**

**Beginning and end dates**



**NAME OF THE COMPANY**

**PREFACE**

Name of the company (organization or firm)

**Location:………………………………..**

**Contact adresses:………………………………**

**History of the company:……………………….**

**Its importance in the engineering sector:………………………………**

**Organizational scheme of the company:………………………………**

**Acknowledgement:………………………………**

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1. **INTRODUCTION**

(Times New Roman, 12 pt)

1. **MAIN TEXT(SUMMER PRACTICE)**
2. **CONCLUSION**

(Times New Roman, 12 pt)

1. **REFERENCES**

(Times New Roman, 12 pt)

AASHTO (1994). LRFD Bridge Design Specifications. American Association of State Highway and Transportation Officials, Washington, DC.

Ang A. H–S., &De Leon, D. (1997). “Determination of Optimal Target Reliabilities for Design and Upgrading of Structures” Structural Safety, Vol. 19, No. 1, pp. 91-103.

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Dandy, G. C., Walker, D., Daniel T., & Warner, R. F. (2008). Planning and Design of Engineering Systems. Taylor & Francis, New York.

Helber, L. E. (1995). Redeveloping mature resorts for new markets. In M. V. Conlin & T. Baum (Eds.), Island tourism: Management principles and practice (pp. 105-113). Chichester, England: John Wiley.

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