



CE 399-499 courses, each of which must last minimum of 20 working days, are designed to engage students in the practical experience of civil engineering profession. Students are expected to report their activities both orally and in print.

Upon successful completion of these courses, students will be able to:

1. Recognize the importance of professional and ethical behavior.
2. Recognize the importance of cultural diversity.
3. Practice good working habits, time management, and self-discipline.
4. Prepare written and oral technical reports in English.
5. Apply knowledge of mathematics, science, and engineering to develop solutions for engineering problems.

**General Rules:**

- During the entire period of summer practice, the student shall obey the rules and regulations of the company and also those of the University ([TEDU-Zorunlu Staj Yönergesi.pdf](#)).
- Summer practice cannot be done while attending the summer school.
- The summer practice period must be continuous; cannot be divided into two or more separate parts for any reason.
- Summer practice must be done at an institution employing at least two full-time professional civil engineers.
- Due to inevitable reasons (i.e. illness of the student, death of a family member), if the student will not be able to attend the practice for few days with the permission of the supervisor, the Summer Practice Coordinator of the Department (SPC) should be informed via e-mail and these days should be compensated immediately after this enforced break.

**Steps to Follow:**

- Check with the Career Center (CC) of the University regarding availability of internship positions suitable for you.
- If no open internship positions are available through the CC, find an appropriate company for the summer practice. Submit the letter of acceptance from the company (see Appendix 1: Summer Practice Acceptance Form) to the SPC at least one week before the starting date of the summer practice. Begin your summer practice if only you receive approval from SPC.
- If insurance will not be provided by the company, apply to the Financial Affairs Department of the University for the necessary paper-work to get insured during the period of summer practice. Documents required for insurance applications are: Summer Practice Acceptance Form (Appendix 1) with approval of SPC, copy of birth certificate, copy of residence permit.
- On the first day of summer practice, submit the “Trainee Evaluation Form” (see Appendix 2) to your supervising engineer in the company.
- During your summer practice, observe and learn different aspects of the company, such as goals and customer profile, engineering services/tasks provided by the company, materials/equipment/software used in the process, practical issues of the daily work (e.g. tests carried out for quality assurance, security measures taken on site), etc.



- Observe and learn how the civil engineering skills/knowledge is utilized in the whole process.
- Closely work with an engineer and possibly contribute to her/his work directly.
- Participate in an ongoing project to gain real life experience.
- During the summer practice, write your observations and experiences regularly (at the end of each day) by creating an online journal (preferably using Google Drive) in the internet, whose link is to be submitted to the SPC at the beginning of the following Fall semester. These notes can be used when writing the final summer practice report. Created online journals will be evaluated in addition to the prepared final summer practice report (See [CE Summer Practice Assessment Guidelines.pdf](#) for details).
- At the end of the summer practice, write a final summer practice report, whose format and assessment guidelines are given in the following document: [CE Summer Practice Assessment Guidelines.pdf](#). The final report should be carefully edited, spelling and grammar should be checked using a word processor. The report should be soft bound before submission. Reports submitted in envelopes and plastic pockets will not be evaluated. The deadline for submission of the final report is the last day of the add-drop period of the Fall semester. Final reports should be submitted to the SPC.
- At the end of the summer practice, make sure that the Trainee Evaluation Form is filled out and sent to the University CC by the supervising engineer. This form should be mailed or hand-delivered directly to the University CC in a sealed envelope.
- After the add-drop period of the Fall semester, the summer practice presentation schedule will be announced by the Department. Present your summer practice activities clearly during these meetings. These presentations will be open to all academic members and students of the University.

**Important Remark:**

The summer practice period should *not* be spent on activities like training, coursework, studying for classes, learning a new programming language, examining manuals and catalogs, etc. Such activities can only be done *in support of* main engineering activities. It is expected that students *actively* participate in technical activities during the summer practice. If the engineering content assigned to the student at the company is "weak", or the student is not assigned to any projects to work on, it is the responsibility of the student to talk to his/her supervising engineer and find an acceptable solution. If the problems are not handled, it is the responsibility of the student to transfer to another company for summer practice after informing and receiving the necessary approval of the SPC. Not having enough work to do at the company does not count for a good excuse to submit a poor summer practice report. The full responsibility of performing a successful summer practice belongs to the student.

## Appendix 1a: Summer Practice Acceptance Form (In Turkish)



### YAZ STAJI ONAY FORMU



İlgili Makama,

TED Üniversitesi İnşaat Mühendisliği Bölümü öğrencilerinin izlediğimiz eğitim-öğretim programı uyarınca 4 hafta (20 iş günü) süreyle yaz stajı yapma zorunluluğu vardır.

Staj süresi boyunca öğrencimizin iş kazası ve meslek hastalıkları sigortası TED Üniversitesi tarafından sağlanacaktır. Aşağıdaki formun ilgili kısımlarını doldurup, öğrencimizin belirtilen tarihler arasında kurumunuzda staj yapmasına onay verdiğiniz beyan etmenizi rica ederiz.

#### Öğrenci Bilgileri

Adı-Soyadı		Bölüm/Program	
Fakülte			
Öğrenim Yılı		E-posta adresi	
Telefon Numarası (GSM)		Telefon Numarası (Ev)	
İkametgah Adresi			

#### Öğrencinin Nüfus Kayıt Bilgileri

T.C. Kimlik No		Nüfusa Kayıtlı Olduğu	
Soyadı		İl	
Adı		İlçe	
Baba Adı		Mahalle-Köy	
Ana Adı		Cilt No	
Doğum Yeri		Aile Sıra No	
Doğum Tarihi		Sıra No	
Nüfus Cüzdanı Seri		Verildiği Nüfus Dairesi	
Nüfus Cüzdanı No.		Veriliş Nedeni	
S.S.K. No. (Var ise)		Veriliş Tarihi	

#### Staja Kabul Eden Kurum Bilgileri

Kurum Adı			
Kurum Adresi			
Web adresi			
Telefon Numarası		Öğrencinin staja başlama tarihi	
E-posta adresi		Öğrencinin staj bitiş tarihi	
Fax- numarası		Staj yapılan toplam süre (iş günü)	

#### Stajyerden Sorumlu Yetkili Bilgileri

Adı-Soyadı			
Görevi ve Ünvanı		Öğrencinin staj yapması uygundur.	
E-posta adresi			
İşveren S.G.K. Tescil No.		Tarih/İmza/Kaşe	

#### Öğrencinin İmzası

#### Bölüm/Fakülte Staj Onayı

#### Öğrenci İşleri/Sekreteryaya Onayı

Bu belge üzerinde verdiğim bilgiler doğrudur.		Evrakları eksiksiz ve onaylı teslim alınmıştır.
Tarih:	Tarih:	Tarih:

## Appendix 1b: Summer Practice Acceptance Form (In English)



### SUMMER PRACTICE ACCEPTANCE FORM



#### Trainee Information

Name-Surname		Department/Program	
Faculty			
Academic Year		E-mail address	
Phone Number (GSM)		Home Phone Number	
Home Address			

#### Company Information

Company Name			
Company Address			
Web Address			
Phone Number		Practice Start Date	
E-mail Address		Practice End Date	
Fax- Number		Duration of Practice (work days)	
Benefits Provided by the Company (food, salary, accommodation, transportation, insurance etc.) :			

#### Trainee Consultant

Name-Surname			
Postion and Title		Trainee whose details are given above will conduct his/her summer practice under my supervision.	
E-mail Address			
		Date/Signature/Seal	

#### Signature of the student

#### Department/Faculty Approval

#### Registrar's Office Approval

All the information I provide with this form is correct.		All required documents are submitted.
Date:	Date:	Date:

## Appendix 2a: Trainee Evaluation Form (in Turkish)



### STAJYER DEĞERLENDİRME FORMU



Bu form stajyerin danışmanlığını yapan mühendis tarafından doldurulmalıdır. Bu formdaki sorular hem stajyerin stajdaki başarısını ölçmek hem de TED Üniversitesi İnşaat Mühendisliği Bölümü eğitim programının sürekli iyileştirilmesi amacıyla kullanılacaktır. Katkılarınız ve yardımlarınız için şimdiden teşekkür ederiz.

Stajyer Öğrencinin İsmi: \_\_\_\_\_

#### Bölüm 1. Öğrencinin Stajdaki Başarısı

	1	2	3	4	5
a. Verilen mesleki görevleri yerine getirme başarısı					
b. Profesyonel ve etik sorumluluk gösterme başarısı					
c. Genel staj başarısı					

Ölçek: 1 – Çok Kötü, 2 – Kötü, 3 – Orta, 4 – İyi, 5 – Çok İyi

#### Bölüm 2. Kişisel Becerilerin Değerlendirilmesi

Stajyerin Türkiye genelinde iyi yetişmiş aynı dönem ve aynı bölüm öğrencilerine kıyasla:

	N/A	1	2	3	4	5
a. Mühendisliğin temeli olan fen bilimleri ve ileri matematik konularını kavrama becerisi						
b. Özgün, yenilikçi ve sürdürülebilir inşaat mühendisliği sistem ve süreçlerinin tasarımında ve yapımında matematik, fen ve mühendislik bilgilerini uygulama becerisi						
c. Mühendislik problemlerini tanımlama, çözüm yollarını belirleme ve çözme becerisi						
d. Farklı kültürlerle değer vermek; bireysel ve kültürel farklılıklara saygı duyma becerisi						
e. Deney tasarlama, yapma, verileri analiz etme ve yorumlama becerisi						
f. Mesleki etik değerlere sahip olma						
g. Yazılı ve sözlü iletişim becerisi						
h. Çok disiplinli takımlarda görev üstlenebilme becerisi						
i. İyi çalışma alışkanlıkları, zaman yönetimi ve öz-disiplin uygulama becerisi						
j. Yaşam boyu öğrenmenin gerekliliğini farketme ve gereğini yapabilme becerisi						

Ölçek: N/A – Gözlenmedi, 1 – Çok Kötü, 2 – Kötü, 3 – Orta, 4 – İyi, 5 – Çok İyi

**Bölüm 3.** Açık pozisyon olduğunu varsayarsak, TED Üniversitesi İnşaat Mühendisliği Bölümünden mezun bir mühendis işe alır mıydınız?

Evet

Hayır

Ad Soyad: \_\_\_\_\_

İmza ve Şirket Mührü: \_\_\_\_\_

Lütfen bu formu **kapalı ve imzalı** bir zarf içerisinde (TED Üniversitesi Kariyer Merkezi, Ziya Gökalp Caddesi No.48 06420, Kolej, ANKARA) adresine posta ile veya elden ulaştırınız.

## Appendix 2b: Trainee Evaluation Form (in English)



### TRAINEE EVALUATION FORM



This form should be filled by the engineer supervising the trainee. Answers to the questions on this form will be used to evaluate the success of the trainee as well as to support the continuous assessment cycle of the TED University Civil Engineering Undergraduate Program. We thank you for your contribution.

Name of the Trainee: \_\_\_\_\_

#### Section 1. Evaluate Success of the Trainee

	1	2	3	4	5
a. Level of success in completing professional duties assigned					
b. Professional and ethical behavior					
c. Overall level of success as a trainee					

Scale: 1 –Extremely poor, 2 –Poor, 3 –Average, 4 –Good, 5 –Excellent

#### Section 2. Evaluate the Professional Abilities of the Trainee

In comparison to the other well educated civil engineering students of Turkey (or the country where internship was completed) please assess trainee's:

	N/A	1	2	3	4	5
a. Ability to comprehend science and advanced mathematics subjects fundamental to engineering						
b. Ability to apply knowledge of mathematics, science, and engineering to design and implement original, innovative and sustainable civil engineering systems or processes to meet desired needs within a greater societal context						
c. Ability to identify, formulate, and solve engineering problems						
d. Ability to appreciate cultural diversity, respect individual and cultural differences						
e. Ability to design and conduct experiments; analyze and interpret data						
f. Ability to act professionally and ethically						
g. Ability to demonstrate effective oral and written communication skills						
h. Ability to display multidisciplinary teamwork skills						
i. Ability to practice good working habits, time management, and self-discipline						
j. Ability to engage in life-long learning and realize importance of life-long learning						

Scale: N/A –Not Applicable, 1 –Extremely Poor, 2 –Poor, 3 –Average, 4 –Good, 5 –Very Good

**Section 3.** Given that you have an open position in your company, would you hire a TED University Civil Engineering Department graduate?

Yes  No

Name of the Supervising Engineer: \_\_\_\_\_

Signature and Company Seal: \_\_\_\_\_

Please hand deliver or post this form in a sealed envelope to TED University Career Center, Ziya Gökalp Caddesi No.48 06420, Kolej, ANKARA.