



CE399/CE499 Summer Practice – General Guidelines TED University – Department of Civil Engineering

CE 399-499 courses, each of which must be a 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 those of the TED University ([TEDU Internship Regulations](#)).
- 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. Through myTEDU Portal, submit the signed and officially sealed form from the company ([see Internship Forms](#)) as a .pdf document 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 TEDU Career Center with the necessary paperwork to get insured during the period of your summer practice. You will need a copy of birth certificate (Turkish citizens) or a copy of residence permit (for foreign students).
- On the first day of summer practice, submit the "[Trainee Evaluation Form \(CE\)](#)" 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.



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- 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 a journal (online or on paper), which will be submitted along with your summer practice report at the following Fall semester. These notes should be used when writing the final summer practice report. Created journals will be evaluated in addition to the prepared final summer practice report.
- 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](#). 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 \(CE\)](#) 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.