

**ÇANKAYA UNIVERSITY**  
**DEPARTMENT OF CIVIL ENGINEERING**  
**GUIDELINES FOR WRITING SUMMER PRACTICE (CE 200, CE 300) REPORTS**

This is a report that you should compose in **your own words** and style. It should be a concise and professional text that informs the reader what your professional experience during the summer was, and what you have learned from it. The report should consist of the following parts:

**1. THE TITLE PAGE** (1 page)

Give a suitable descriptive title to your report, such as "Summer Practice Report on the Construction of the 101-Story Residential Building in İzmir". Indicate the course code (CE 200/ 300). Show your Name, Surname, Student No, and Date of Completion of Report (month, year), Dates of the Summer Practice.

**2. TABLE OF CONTENTS** (1-2 pages)

Include a table of contents giving the name of each part/chapter and its page number.

**3. INTRODUCTION** (2-5 pages)

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 narrative must be your own. Do not copy and paste material from other sources because it is unethical to do so. Any written material that does not belong to you must be acknowledged and cited (see References or Acknowledgments below).

**3. PREFACE** (1-2 pages)

Provide the following information about the organization where you performed your summer practice:

- Name and contact address
- Location
- Brief history
- Present structure and organizational scheme
- Number of engineers employed, include their duties
- Main sphere of activity.
- As a matter of courtesy acknowledge any help received from any person(s) or organization(s) during the course of your work in the end of preface.

**4. MAIN TEXT** (15-25 pages)

This is the principal 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 summer practice. The main text should be divided into weekly based subsections, such as Week 1, Week 2, Week 3, etc. Each subsection must consist of "Report Summary Forms" of that week and a discussion part. Report summary forms are used in order to describe your daily work shortly. They must be filled by yourself every day, and should be signed by your supervisor at the job. The report summary forms belonging to each week should be placed successively

and they should be followed by a maximum two-page discussion regarding the details of the work done within the week. This section should not exceed 25 pages.

Do not include text-book information, unless it is absolutely necessary. If you want to give such information, cite it 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.

#### **5. INTERVIEW WITH SUPERVISOR(S)** (1-3 pages)

Make an interview with your supervisor(s) (chief engineer, site engineer, etc.). During the interview, ask questions related to his or her experience in the field of civil engineering and obtain information related to the work at present.

#### **6. CONCLUSIONS** (1-3 pages)

This should summarize the outcome of your work during your summer practice and may include recommendations. Summarize what you did and what you learned in the summer practice and discuss the benefits. Avoid using jargons and standard sentences, such as “the summer practice is very useful” etc. Instead, write your own ideas.

#### **7. APPENDICES** (1-5 pages)

Avoid appendices as much as possible and try to include everything within the text body. Include material here that does not belong to the main text.

#### **8. NOTATION** (1-2 pages)

All abbreviations and symbols must be defined where they first appear in the text and these definitions should be listed separately for, abbreviations and symbols (in alphabetical order). List Roman characters first, and then Greek symbols next.

#### **9. REFERENCES** (1-2 pages)

The quoting and listing references should be standardized as follows:

- In the text, give the author's (or authors') surname(s) (adding "et al." after the first surname, if there are more than two authors), and the year of publication as, e.g. "Smith (1972) has solved the problem," or "... results in higher strength (Marshland et al.. 1988)."
- If you have not seen a particular reference (e.g. Johnson. 2012), yourself state, e.g., "...proposed by Johnson (2012) (quoted by Bishop. 2013)." and do not include Johnson (2012) in your list of references.
- List the references, arranged in alphabetical order of authors' surnames (and in chronological order of the works by the same author, follow these examples quoted from a periodical, a monograph and a book, respectively:
  - Dazio A, Beyer K, Bachmann H. Quasi-static cyclic tests and plastic hinge analysis of RC structural walls. *Engineering Structures* 2009; **31**(7): 1556-71.
  - McGuire, R. K. Seismic hazard and risk analysis, Earthquake Engineering Research Institute, Oakland, California, 2004, MNO-10.
  - Priestley MJN, Calvi GM, Kowalsky MJ. Displacement-based seismic design of structures. IUSS Press, Pavia, Italy; 2007.

## HINTS

(a) The report must be written in English using simple words that are your own. 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 parentheses Turkish equivalent word, (you may find several dictionaries available in bookstores and libraries, etc.). The report should be written using a word-processor such as Microsoft Word and should be printed on A4 size white paper. It should be collated and bound. Use one and a half line spacing, and short sentences. The total number pages of your report should not exceed 50 A4 pages (with one and a half line spacing, and 11 or 12 point font size). Leave one blank spaces after other punctuation marks.

(b) 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.

(c) Although summer practice is part of your engineering education, it does not need to interfere with your academic work during the semester. Therefore, you are advised to complete your summer practice reports before the start of the semester. The reports are due at the end of add-drop week.

(d) You should register for the appropriate course (CE 200 or CE 300) at the beginning of the semester immediately following each summer practice.

(e) Find your instructor for the summer practice in the list of "SUMMER PRACTICE CORRESPONDENCE" in [ce.cankaya.edu.tr](http://ce.cankaya.edu.tr) web page and submit your report to your instructor before the end of the "Add-Drop" week.

(f) Follow the student announcements from the department web site during the semester. Your instructor may want to see you in person.