

## GEOE-300 & GEOE-400

### IMPORTANT NOTES AND DATES FOR SUMMER PRACTICE STUDENTS

**Summer Practice Committee (SPC):** Assist. Prof. Dr. Ali İmer

Res. Assist. Özlem Karadaş (GEOE-300)

Res. Assist. Taner Tekin (GEOE-300)

Res. Assist. Hatice Kılıç Germeç (GEOE-400)

### IMPORTANT DATES

**April 26, 2023** First Meeting

**May 5, 2023** Deadline for submission of **student transcripts** to SPC

**May 22, 2023** Deadline for submission of **student information forms** showing the eligibility of the students for summer practice and submission of **insurance declaration forms**

**June 30, 2023** Deadline for submission of **acceptance letters from the institutions/companies, the guidebook**

**July 7, 2023** Deadline for submission of the **Excel file** that shows summer practice and student information

**At least 10 days ago** Deadline for submission of **acceptance letters from the institutions/companies** and the **Excel file** that shows summer practice and student identity information for THOSE WHO DO NOT ARRANGE THE INTERNSHIP PLACE UNTIL END OF THE SEMESTER.

### SUMMER PRACTICE WEBSITE

**Student information forms:**

[Beyan \(Almıyorum\)](#)

[Beyan \(Alıyorum\)](#)

[GEOE300 \(Sigorta\)](#)

[GEOE400 \(Sigorta\)](#)

**Excel file:**

[Stajyer Bilgi Formu \(2023\)](#)

**STUDENTS MUST;**

- Attend the first meeting which will be held online.

**PREREQUESTS TO CONDUCT THE SUMMER PRACTICE:**

Students can conduct GEOE-300 if they pass **GEOE-209 & GEOE-213**

Students can conduct GEOE-400 if they pass **GEOE-300**

**BEFORE THE INTERNSHIP PLACE IS NOT YET KNOWN:**

- Submit their transcripts to the SPC.
- Submit student information and insurance declaration forms after SPC announces the list of students that are eligible to do summer practice based on student transcripts.
  - **GEOE300 (Sigorta) and GEOE400 (Sigorta)** documents are signed by SPC. After filling in the forms, you can send it via e-mail or deliver by hand to SPC to get signature. Stamped and signed this form should be delivered to the company that you will work on. (Please fill the the appropriate document that you are required to take the course).
  - **Beyan (Almyorum) and Beyan (Alyorum)** forms should be filled depending on your information. You can send it via e-mail or deliver it by hand to SPC WITHOUT filling in the information of the company/institute name. (Please fill in the appropriate document).

**PLACE OF SUMMER PRACTICE PREFERENCE AND INFORMATION:**

- Arrange an institution or a company for conducting summer practice and submit their acceptance letters (either bring/mail yourself or ask the institution/company to send the letter).
  - You need to find a suitable place which **has at least two geological engineers for GEOE-300 and at least one geological engineer for GEOE-400** to conduct your summer practice.
  - **GEOE-300** should be **30 working days** while **20 working days for GEOE-400**. (If you work on the weekend at the company office or construction site, weekends will be counted as working days.)
  - After arranging the company place, you need to get **an acceptance letter**, written by the authorized staff from the company/institute.  
The acceptance letter should include the following information.

- Company name
- Internship date interval
- How many working days
- Position of the student (intern)
- Being a compulsory or voluntary intern.

**AFTER THE INTERNSHIP PLACE IS KNOWN:**

• Please print and fill your information to **the guidebook (“Staj Sicil Fişı”)** on the website ([https://muhfd.metu.edu.tr/tr/system/files/staj\\_rehberi\\_0.pdf](https://muhfd.metu.edu.tr/tr/system/files/staj_rehberi_0.pdf)). You need to paste your picture on the first page and at least one following page, and then, first, get **a stamp from the department secretary**; later, get **approval from SPC**. The summer practice guidebook should be delivered to the company/instate that you will work with by yourself at the start of their summer practice.

• Send the Excel file to SPC

- According to the academic calendar, the earliest summer practice start date is **June 10, 2023**, and the latest summer practice completion date is **October 02, 2023**.

To the attention of students who attend the summer school: You will **NOT** be allowed to conduct the summer practice during the taking course.

**DURING THE SUMMER PRACTICE:**

• Each student has to fill out a **Daily Working Summer Practice Notebook** (must be HANDWRITTEN). **All written pages of the notebook must be signed, and the cover page of the notebook must be stamped** by the responsible staff (e.g., engineer) at the end of the summer practice period. Language of the notebook can be either Turkish or English.

**NOTE:** You can obtain your "insurance declaration" via e-government 3 days before you start your internship.

**PLEASE TAKE CARE TO MEET THE DEADLINES!!!**