

IMPORTANT NOTES AND DATES FOR SUMMER PRACTICE STUDENTS

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

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DATES

March 14, 2017	First Meeting
March 17, 2017	Deadline for submission of student transcripts to SPC
March 31, 2017	Deadline for submission of student information forms showing the student is eligible for summer practice and submission of insurance declaration forms
May 26, 2017	Deadline for submission of acceptance letters from the institutions/companies
June 2, 2017	Deadline for submission of the Excel file that shows summer practice and student identity information

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

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

Students must:

- Attend the first meeting
- Submit their transcripts to the SPC
- Submit student information and student declaration forms after SPC announce the list of students that are eligible to do summer practice based on student transcripts
- Arrange an institution or a company for conducting their summer practices and submit their acceptance letters (either bring yourself or ask the institution/company to send the letter)
- Send the Excel file to SPC
- Obtain a summer practice guide book (staj sicil fişi) and get approval from SPC.
- Deliver their summer practice guide books to the institution/company at the start of their summer practice

During the Summer Practice;

- Each student has to fill a **Daily Working Summer Practice Notebook** (must be handwritten). **All written pages of the notebook** must be signed by the responsible staff (e.g., engineer) at the end of the summer practice period.
- Each student has to write a report

For detailed information about summer practice rules, please visit:

<http://geoe.metu.edu.tr/summer-practice>

SUMMER PRACTICE REPORT WRITING GUIDELINES

The following guidelines should be followed during preparation of the Summer Practice Reports. Students should be aware that reports that do not comply with these rules **will be rejected or returned to be rewritten**.

- There should not be any close similarity among reports. Students should present their work using their own words, graphics, diagrams, and tables, using their own styles.
- Copied reports will be rejected and graded as unsatisfactory. Students receiving an unsatisfactory grade must repeat their summer practices.
- Reports must be written in English and prepared electronically by using appropriate word processing software (e.g., MS Word, Latex, etc.) and graphic editor (e.g., Adobe Illustrator, CorelDraw, etc.), if necessary.
- Reports should be 1.5 space typed on A4 size. Preferred font is Times New Roman (12-point). Text should be justified (aligned both left and right margins). Main headings are to be centered and written in capital, bold letters. Subtitles should be written in lower case letters and boldface. Drawings should conform to acceptable engineering standards.
- There should be at least 1 space before and after the tables and figures.

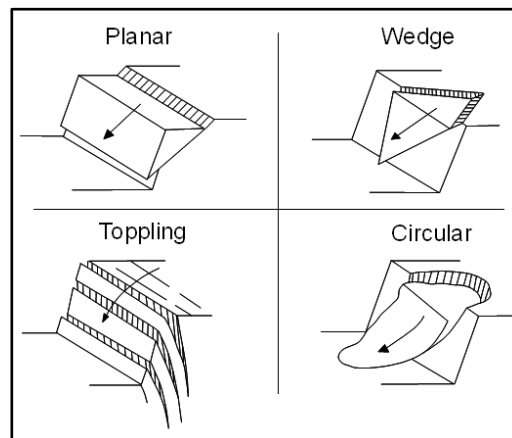


Figure 1. Figure captions should be located under the “FIGURE”.

- Figure and table captions in the text should be mentioned before the related Figure and Table. For each figure given in the summer practice report, there should be picture border (**Figure 1**). There is not a restriction about the border type however they should be consistent throughout the report. The Figure caption should be located under the related Figure.

Table 1. Table captions should be located above the “TABLE”

Rock Type	Strength	Number of Samples
Granite	50 MPa	10
Sandstone	30 MPa	12

- Each report should contain the following sections

(a) COVER PAGE: The cover page should clearly show the students name an ID number, semester and year, the name of the institution/company. A sample cover page is provided in Appendix A.

(b) TABLE OF CONTENTS: A list showing titles of the main and sub-titles with corresponding page numbers (see Appendix B for a sample).

(c) LIST OF TABLES: A list showing titles of the tables given in the text with corresponding page numbers (see appendix C for a sample).

(d) LIST OF FIGURES: A list showing captions of the figures given in the text with corresponding page numbers (see Appendix D for a sample).

(e) LIST OF APPENDICES: A list of appendices (if there is any) should be placed include captions of appendices given with their corresponding pages in text (see Appendix E for a sample).

(f) INTRODUCTION: Purpose and scope of the summer practice, explanation of why and how that specific institution/company was chosen for the summer practice, and what kind of work was done should be presented briefly in this section.

(g) DESCRIPTION OF THE COMPANY: Should include the following information and should not be more than 10 pages.

1. Company name
2. Company location
3. Organizational structure of the company
4. Number and duties of engineers employed
5. Main area of business
6. A brief history of the company

(h) MAIN BODY OF REPORT: In this section, a detailed description of everything that has been done and observed during the summer practice should be given with close consideration to the program for the third and fourth year students. This section should be supported with figures (either in the form of drawings or photos). The necessary data, tables and diagrams should be numbered and placed in report where they are cited. If they are larger than A4 size, they must be placed in the "APPENDIX" section at the end of the report.

(i) CONCLUSIONS: In this section, the data obtained and the experience gained during the summer practice should be assessed, and recommendations should be made.

(j) REFERENCES: All referred published and unpublished sources (e.g., articles, reports, maps, etc.) in the main text must be listed at the end of the report. This includes documents/materials taken from educational sources and organizations when writing the report.

Cited references within manuscript must be listed using the following format: Name and surname of the author(s), date, title of the paper/document/book, journal

name/publishing house, volume and issue number, and pages. Examples for writing reference are given below:

Tucker, M. E. 2001. Sedimentary petrology: an introduction to the origin of sedimentary rocks. Third edition. Blackwell Scientific Publications, London. Geoscience Texts Series, 262 pp.

Aydın, M., Serdar, H.S., Şahintürk, Ö., Yazgan, M., Çokuğraş, R., Demir, O., and Özçelik, Y. 1987. Çamdağı (Sakarya)-Sünnecidağ (Bolu) yöresinin jeolojisi. Bulletin of the Geological Society of Turkey, v. 30, p. 1–15 (in Turkish).

Unreferred or uncontrolled internet web addresses will not be accepted. However, internet web addresses of some companies such as MTA, TPAO, DSİ, NASA, USGS etc., including information about these companies or some related documents must also be formatted: Surname and name of the person who prepared the page, date, name/title of the web page, name/title of the document used, web address, name of the company, number of pages.

(k) APPENDICES: An appendix is any text added to the end of a book/report/article, containing information that is relevant to the main subject matter. All related data, tables and drawings larger than A4 should be given in this section and must be cited with APPENDIX ALPHABET within the manuscript.

APPENDIX A: Cover Page of report should be written according to the below format :

**Middle East Technical University
Department of Geological Engineering
5640300/400**

Summer Practice I/II

Company name and department

Student name and number

Semester and Year

APPENDIX B: Sample Table of Contents

TABLE OF CONTENTS	i
LIST OF TABLES	ii
LIST OF FIGURES	iii
CHAPTER	
1. INTRODUCTION	1
1.1. Description of the Company.....	1
1.1.1. Company name	4
1.1.2. Company location.....	6
1.1.3. Organizational structure of the company.....	6
1.1.4. Number and duties of engineers employed.....	6
1.1.5. Main area of business.....	6
1.1.6. A brief history of the company	8
2. MAIN BODY OF THE REPORT (in correspondence with subject)	11
2.1. Introduction	11
2.2.	
2.3.	
3..	
..	
...	
5. CONCLUSIONS	119
REFERENCES	120
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APPENDIX C: Sample List of Tables

List of Tables

1. Summary of projects proceed by the organization..... 12
- 2.
- 3.

APPENDIX D: Sample List of Figures

List of Figures

1. Location map of the project area. 20
- 2.
- 3.

APPENDIX E: Sample List of Appendices

APPENDICES

- A. Geological map of the project area. 125
- B.
- C.