



ORTA DOĐU TEKNİK ÜNİVERSİTESİ
MIDDLE EAST TECHNICAL UNIVERSITY

**MIDDLE EAST TECHNICAL UNIVERSITY
GEOLOGICAL ENGINEERING DEPARTMENT
SUMMER PRACTICE GUIDE**

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SUMMER PRACTICE COMMITTEE

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1. MANDATORY SUMMER PRACTICE

Undergraduate students of the Department of Geological Engineering at Middle East Technical University are required to complete two summer practice courses (GEOE 300 & GEOE 400) lasting **6 weeks (30 business days)** and **4 weeks (20 business days)**, respectively.

1.1. INTERNSHIP ELIGIBILITY REQUIREMENTS

1. To be eligible for the GEOE 300 Summer Practice I, students must have obtained a minimum grade of DD in both *GEOE 209-Physical Geology* and *GEOE 213-Mineralogy* courses during the second-year curriculum and not being in probation status.
2. To be eligible for the GEOE 400 Summer Practice II, students must have obtained a Satisfactory grade from the GEOE 300 Summer Practice I.

1.2. SUMMER PRACTICE SUITABILITY TERMS

1. Summer practices can be completed in domestic or internationally established private companies and academic institutions (via the TÜBİTAK 2247-C Star Program).
2. For summer practices conducted in domestic or international companies, there is requirement of a minimum of 2 actively working geological engineer employee.
3. It is strongly discouraged to have both mandatory summer practices be completed in the same company, and/or repeating internships with similar content is prohibited.

1.3. REQUIRED DOCUMENTS FOR SUMMER PRACTICES

The documents, reports, etc., described in detail in 7 titles below, should be prepared by the students in accordance with the announced dates. The documents and reports are to be deposited in the mailbox of the relevant assistant in the secretariat. The relevant assistant will sign the documents **on Tuesdays** and **Thursdays** of each week and return them to his/her mailbox. **Every student is obliged to meet time frames and deadlines.**

IMPORTANT REMINDER:

The student will be responsible for following all the processes written in this document.

1.3.1. SUMMER PRACTICE PREREQUISITE COURSES (TRANSCRIPT)

The students are going to complete the following;

GEOE 300 – Summer Practice I prerequisite courses: GEOE 209-Physical Geology and GEOE 213-Mineralogy

GEOE 400 – Summer Practice II prerequisite courses: GEOE 300 – Summer Practice I

Students should deliver their transcript with the documents to the mailboxes in secreteriat.

1.3.2. MANDATORY SUMMER PRACTICE DOCUMENT

The document confirms that the student has the necessary qualifications to fulfill the summer internship, and it emphasizes the importance of companies being aware of the specific requirements outlined in the document for the student's completion of the internship.

The students can access the document (named GEOE 400 Sigorta, GEOE 300 Sigorta) on the department website under the Summer Practice section (please download the updated document). After the required fields are filled with relevant information, as shown in Figure 1.1, the form must be stamped by the department secretariat before being signed. Then, students can get a signature from the internship coordinator.

(GEOE400 documents can be signed by Hatice Kılıç Germeç or Gökhan Sevinç, and GEOE300 documents can be signed by Taner Tekin or Gökhan Sevinç).

Afterward, the form is ready for submission to the company accepted for summer practice as proof of the mandatory summer practice document.

The date should be filled.

Sayı:75317552/

.../.../2024

İLGİLİ MAKAMA,

Orta Doğu Teknik Üniversitesi Jeoloji Mühendisliği Bölümü sınıf öğrencisi no'lu " 5640... Summer Practice ... " dersi gereği zorunlu stajını (... iş günü) yapmak durumundadır. Adı geçen öğrencinin 5510 Sayılı Sosyal Sigortalar ve Genel Sağlık Sigortası Kanununun 87. maddesi gereğince "iş kazası ve meslek hastalığı sigortası" Üniversitemiz tarafından yaptırılacak ve staj süresince primi ödenecektir. Adı geçen öğrencimizin staj başvuru sonucunun mümkün olduğunca erken bildirilmesi Üniversitemiz Personel Dairesi Başkanlığı tarafından yapılacak olan "iş kazası ve meslek hastalığı sigortası" işlemlerinin zamanında yapılabilmesi ve sorun yaşanmaması bakımından oldukça önemlidir

Öğrencimiz stajı sırasında elde ettiği deneyimleri içeren bir raporu bölümümüze teslim etmekle yükümlüdür. İlgilerinize sunarım.

Saygılarımla.

Araş. Gör. Dr. Hatice Kılıç Germeç
Araş. Gör. Taner Tekin
Araş. Gör. Gökhan Sevinç
Staj Koordinatörlüğü
Jeoloji Mühendisliği Böl
Orta Doğu Teknik Üniversitesi
Ankara

Department
stamp

Coordinator Signature Here.

Figure 1.1: Mandatory Summer Practice Document Sample

1.3.3. SUMMER PRACTICE ACCEPTANCE LETTER

The acceptance letter from the company/institution should be sent to relevant summer practice coordinators via email or delivered by student/cargo. It should indicate information regarding the summer practice period. **The dates written in the document cannot be changed.**

1.3.4. HEALTH INSURANCE DECLARATION DOCUMENT

Following the confirmation by the company/institution:

The students are obliged to fill out the document related to their social security state. The document (Beyanname) is available on the department website under the Summer Practice section. Students should fill the required fields with relevant information depending on their social security state (Figure 1.2). Then, the document is required to be stamped by the department secretariat and delivered to the internship coordinators (For GEOE 400 Hatice Kılıç Germeç or Gökhan Sevinç, For GEOE 300 Taner Tekin or Gökhan Sevinç).

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BEYAN VE TAAHÜTNAME

Üniversitemizin Fakültesi/Enstitüsü
..... Bölümü öğrencisiyim. biriminde/işyerinde
Kısmi Zamanlı Öğrenci olarak/Stajyer öğrenci olarak 5510 sayılı Kanunun 5/b maddesi
uyarınca çalışmak istiyorum. Ailemden, annem/babam üzerinden genel sağlık sigortası
kapsamında sağlık hizmeti **ALİYORUM**. Bu nedenle kısmi zamanlı çalışmam veya stajım
boyunca sağlık sigortası kapsamında olmayı kabul etmiyorum.

If the student did not find a company yet, they will refill and resubmit the paper.

Statement of social security state from family.

Beyanımın doğruluğunu, durumumda değişiklik olması durumunda değişikliği hemen bildireceği kabul eder, beyanımın hatalı veya eksik olmasından kaynaklanacak prim, idari para cezası, gecikme zamamı ve gecikme faizinin tarafımda ödeneceğini taahhüt ederim.

Fill in the relevant field with the requested information

Adı Soyadı :	
T.C. Kimlik No:	
Bölümü :	
Öğrenci No :	
İmzası :	
Tarih :	

Department stamp

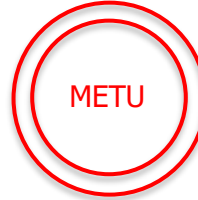


Figure 1.2: Health Insurance Declaration Document

1.3.5. SUMMER PRACTICE GUIDE BOOK

Students who completed the above steps should fill in the relevant fields of the Summer Practice Guide available on the department website.

The guide book must be filled, including passport size photos at every relevant page (Figure 1.3, Figure 1.4). Each page should be stamped both on the paper and the photograph by the department secretary and then signed by the corresponding course coordinator (Figure 1.3, Figure 1.4) (GEOE 400 Hatice Kılıç Germeç or Gökhan Sevinç, For GEOE 300 Taner Tekin or Gökhan Sevinç).

The document should be delivered to the Geological Engineer in the company/institution at the beginning of the summer practice. It should be sent to the department in a closed folder/binder after being filled by the company with the relevant information of the student and engineer. The company should also stamp the documents. **The student should not see the document, so they cannot bring the folder and deliver it to the course coordinators.**

Fill in the relevant field with the requested information

Department stamp

Öğrencinin Onaylı Fotoğrafi	Öğrencinin Onaylı Fotoğrafi
Certified Photograph of the Student	Certified Photograph of the Student

METU

Öğrencinin Adı ve Soyadı
Student's Name and Surname

Sınıf ve No.
Year and student number

Kurumun Adı ve Adresi
Name and address of the company

Staj Başlangıç ve Bitiş Tarihleri
Starting and ending dates of practice

Raporun Sunulduğu Tarih
Report date

Öğrencinin İmzası
Student's signature

Raporu İnceleyen Öğretim Üyesi
Faculty member grading the report

Verilen Not : Başarılı / Başarısız
Grade : S / U

Tarih
Date

İmza
Signature

1

Department stamp

METU

Figure 1.3: First Page of Summer Practice Guide Document

To be filled by the
engineer.

ORTA DOĞU TEKNİK ÜNİVERSİTESİ
Mühendislik Fakültesi
Mühendislik Bölümü
STAJ BAŞARI BELGESİ
İkinci nüsha

Öğrencinin
Onaylı
Fotoğrafi

Department
stamp



GİZLİDİR

Öğrencinin Adı ve Soyadı :
Sınıf ve Öğrenci No. :
Kurumun Adı ve Adresi :
İşe Başlayış ve Bitiş Tarihleri :
Bölümümüz programının zorunlu staj süresi haftadır.

Staj Başarı Derecesi

Öğrencinin Çalıştığı Bölüm	Çalışma Süresi (hafta)	İşe Gösterdiği İlgi	Devam Notu	Başarı Notu	Düşünceler

Notlar: A= Pekiyi Yetkili Amirin
B= İyi Adı ve Soyadı :
C= Orta Ünvanı :
D= Zayıf Mühür ve İmza :
F= Başarısız Tarih :

Not: Öğrencinin stajı bittikten sonra bu belgenin doldurularak bir nüshasının aşağıdaki adrese doğrudan gönderilmesi ve ikinci nüshasının kurumda saklanması rica olunur.

Staj Komitesi Başkanlığı
..... Mühendisliği Bölümü
Orta Doğu Teknik Üniversitesi
06800 Ankara

Department stamp
and coordinator
signature



3

Figure 1.4: Second page of the Summer Practice Guide Document

1.3.6. THE SUMMER PRACTICE INFORMATION FORM

Upon completing the required documents, students must fill out an Excel sheet, available on the summer practice page (Figure 1.5). **The Excel sheet should then be sent to the corresponding course assistant at least one week before the day their summer practices start. Otherwise, starting the internship will not be possible as the insurance procedures will not be completed.**

In the form, students must provide:

Student ID

Department

Name and Surname

Date of Birth (format is day/month/year)

Nationality

Summer Practice Start and End Dates

Company Name

Health Insurance State

State of Summer Practice

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	THE SUMMER PRACTICE INFORMATION FORM												
2	Student ID	Department	TC Identity Number or Foreign Identity Number	Name	Surname	Date of Birth (dd.mm.yy)	Nationality	Summer Practice Start Date	Summer Practice End Date	Name of the Company	Health Insurance State (Yes/No)	State of the Summer Practice (Compulsory/Voluntary)	

Figure 1.5: The Information Table for the Summer Practice

1.3.7. SUMMER PRACTICE NOTEBOOK and SUMMER PRACTICE REPORT

During the summer practice, students are obliged to have a daily notebook indicating what has been learned each day in detail, supported by illustrations, cross-sections, and related information. **It will not be a diary, so it should be written in an academic language.** The dimensions and page type of the notebook are free from criteria. **The notebooks have to be handwritten, and the corresponding geological engineer should sign it every day. The first page of the notebook, indicating the cover page of Summer Practice, should be signed and stamped by the company.**

Each student will write a report accordingly the format (to be announced on the website) and upload it to ODTUCLASS as a preliminary report by the announced deadline.

After the evaluation of the preliminary report, feedback(s) will be given to students. **Later on, each student who completed the corrections will submit the printed copy to the course coordinators. Students who are not given feedback must submit their hard copies.**

2. VOLUNTARY SUMMER PRACTICE

Students in the Department of Geological Engineering at Middle East Technical University have the opportunity to undertake voluntary summer practice in addition to the mandatory summer practice required for graduation. Voluntary summer practice is arranged between the student and the company/institution and should be completed by the start of the semester. The dates must be emailed to the internship committee **at least one week before the starting date for social security procedures, and the dates cannot be changed. Also, late submissions will not be processed. If you are to have voluntary internship, it should be declared during application period for the mandatory summer practice.** If a change is necessary, the organization hosting the summer practice internee must provide social security for the student.

2.1. VOLUNTARY INTERNSHIP ACCEPTANCE CONDITIONS

1. There are no prerequisites.
2. In order to initiate their internship processes, students must first email the coordinator assistant a PDF copy of the official acceptance document from the institution where they will intern.
3. Students should complete the "HEALTH INSURANCE DECLARATION DOCUMENT" (explained under title 4. HEALTH INSURANCE DECLARATION DOCUMENT).
4. Students are not obliged to write a report and fill out daily notebooks during voluntary summer practice.

3. F.A.Q

Q) Can Summer Practice overlap with the Summer School period?

A) No, you cannot do summer practice and attend summer school at the same time.

Q) Can the Mandatory duration of Summer Practice (GEOE 300 30 workdays, GEOE 400 20 workdays) be split and completed in 2 different companies?

A) The summer practice duration cannot be divided and it cannot be completed in parts by other companies.

Q) Is completing both summer practices at the same company possible?

A) Yes, it is allowed as long as the context of summer practice differs and it should be proved by a formed document.

Q) Can summer practices be completed at a company outside of Türkiye?

A) Yes, the summer practice can be completed in another country as long as the company provides social security.

Q) In the case of working during the weekend, does that count as a workday for summer practice?

A) Yes, it does, yet the ending date of summer practice should be calculated for weekdays. There is a need for a formal document about this condition.

Q) In case of probation, can I still complete my summer practice?

A) No, because you are required to register to GEOE 300 or GEOE 400 in the Fall semester following the internship.