

GEOE-300 & GEOE-400

MANUAL FOR SUMMER PRACTICE IN GEOLOGICAL ENGINEERING DEPARTMENT

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November 25, 2024 **Deadline for submission of Summer Practice documents:**

LATE SUBMISSIONS WILL NOT BE GRADED

Required Documents

- Summer Practice Report (written in Word and submitted to ODTUClass before due date)
- Summer Practice Notebook

Students must:

- Attend the First Meeting
- Check whether their Summer Practice Guidebook has been delivered to SPC from the companies or not. If not, make sure companies send the guidebooks or bring the guidebook yourself in a **CLOSED, SIGNED AND STAMPED ENVELOPE**. If your summer practice guidebook is not delivered to SPC, your documents **WILL NOT BE GRADED**.

About the notebook;

- It must be hand written in Turkish or English.
- Notebook must provide information about what student did during the summer practice.
- **A Daily Working Table must be provided at the beginning of the notebook.**
- Each page **Must Be Signed** by your responsible engineer during the summer practice and first page **MUST BE STAMPED**.

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About the Summer Practice Report;

- It must be written using WORD.
- Summer Practice Report is different from the notebook. It must be written using **formal language** and should include a more detailed account of **scientific/technical information** acquired during the relevant summer practice.
- For example, in the notebook you can say “We went to the field today and I attended the drilling operations.” and give information about what you did during this process and what you learned from this process. However, in the Summer Practice Report you should give detailed information about, for example, different types of drilling and their advantages, uses and areas of application.
- Students who undertook their summer practice in **TPAO MUST DRAW FOSSILS IN HAND**. Photos from the internet or other sources **WILL NOT BE ACCEPTED**.

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.**

- **LATE SUBMITTED REPORTS WILL NOT BE GRADED.**
- **AI TOOLS ARE NOT ALLOWED (CHATGPT, QUILLBOT...)**
- 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 (16 point). Subtitles should be written in lower case letters and boldface (14 points).** Drawings should conform to acceptable engineering standards.
- There should be at least **1 space before and after the tables and figures.**

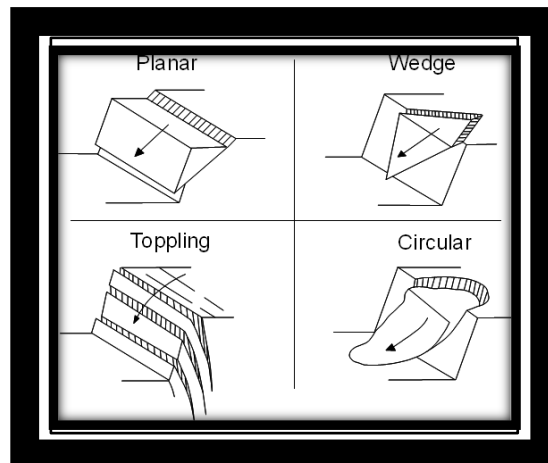


Figure 1: Sample Figure

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.
- Figure captions has to be **aligned to center** and *Figure X*: has to be **italic**

Table 1. Table Captions Should be Located Above the “TABLE”

Table 1: Sample Table

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

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- Table captions has to be **aligned to center** and *Table X*: has to be **italic**.
- 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.

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Cited references within manuscript must be listed using the following format (**APA**): Name and surname of the author(s), (date), title of the paper/document/book, *journal name/publishing house (italic)*, volume and issue number, and pages. Examples for writing reference are given below:

Kusky, T. M., Bozkurt, E., Meng, J., & Wang, L. (2023). Twin Earthquakes Devastate Southeast Türkiye and Syria: First Report from the Epicenters. *Journal of Earth Science*, 34(2), 291-296.

Li, Z. (2022). Extracting spatial effects from machine learning model using local interpretation method: An example of SHAP and XGBoost. *Computers, Environment and Urban Systems*, 96, 101845.

References has to be given in **alphabetical order**.

Unreferred or uncontrolled internet web addresses will not be accepted. However, internet web addresses of some companies such as MTA, TPAO, DSI, 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.

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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

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APPENDIX B: Sample Table of Contents

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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
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2.2.	
2.3.	
3..	
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...	
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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.