***MIDDLE EAST TECHNICAL UNIVERSITY***

***DEPARTMENT OF CIVIL ENGINEERING***

**GUIDELINES FOR CE 300 SUMMER PRACTICE REPORTS**

**(For those who attended the Department’s Summer Practice Program)**

The report should consist of the following parts:

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

Give a suitable title to your report. Indicate **the course code** (**CE 300**); your **Name, Surname, Student No,** **Section/Group No**, **Surveying Group No, Surveying Group Members**, and **Date of Completion of Report** (**month, year**), **Dates of 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 (1-3 pages)**

Provide a summary of the activities that you were engaged in this summer.

**4. MAIN TEXT (10-20 pages)**

You should explain your work in detail; what you have done, what you have observed, and what you have learned during your summer practice. Divide the main text into categories of activities that you were engaged in, such as surveying, documentaries, technical trips, etc. For each set of activities, provide the homeworks, project, quizzes, etc. that you prepared during the summer practice as an appendix.

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**For example.**

**4.1. Surveying**

Present what you have done during the surveying activities.

Present your homeworks and project reports at the appendix.

**4.2. Documentaries**

Same as 4.1

**4.3. “Whatelse civil engineers do” series**

Same as 4.1

**4.4. …**

**4.5. …**

Note: For each activity you should include a section like the above.

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**Do not include direct information from a text-book or from a web page**. If you want to give such information, cite 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. FURTHER RESEARCH WORK (6-18 pages)**

**5.1.** Explain about observed changes and projections in climate change/global warming and what general impacts do we describe in water resources enginneering? **(1-3 pages)**

**5.2.** Explain how do soils (e.g. clays and sands) behave (linear elastic etc.?) and state the factors that control the shear strength of a sand and a clay? **(1-3 pages)**

**5.3.** Explain the New Austrian Tunneling Method (NATM), and Tunnel Boring Machine (TBM) tunneling method. What are the advantages and disadvantages of these methods; what factors influence the selection of different types of tunneling methods. **(1-3 pages)**

**5.4.** What do you understand from the term “Sustainability of the Construction Industry?” **(1-3 pages)**

**5.5.** By giving an example explain what forward and inverse problems are. **(1-3 pages)**

**5.6.** Solve the assignment on viscoelasticity. **(1-3 pages)**

**5. 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.

**6. NOTATION (1-2 pages)**

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

**7. REFERENCES (1-2 pages)**

The quoting and Iisting 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 (Marsland et al.. 1988).''
* If you have not seen a particular reference (e.g. Casagrande. 1936), yourself. state, e.g., “...proposed by Casagrande (1936) (quoted by Bishop. 1971).'' and **do not include** Casagrande ( 1936) in your Iist 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 conference, a periodical, and a book:
  + Kristianovic, S.A. & Zheltov, Y.P. (1955). Formation of vertical fractures by means of highly viscous Iiquid. *Proc. 4th World Petrol Cong.. Rome.* 2, 579-586.
  + Skempton, A. W .( 1954 ). The pore pressure coefficients A and B. *Geotechnique* 4, No.4, 143-147.
  + Terzaghi, K. .(1943). *Theoretical soil mechanics.* pp. 8- 24, New York: Wiley.

**6. APPENDICES**

You can include your homework, reports, and etc. that you prepared during the summer practice in an appendix.

**HINTS**

(a) The report must be written in plain English. Use simple words. 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 parenthesis 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 bounded. 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 space after other punctuation marks.

(b) **It is important that the report should be easily understood**. AII 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 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 300) at the beginning of the semester immediately following your summer practice.

(e) Find your instructor for the summer practice in the list of “SUMMER PRACTICE CORRESPONDENCE” in www.ce.metu.edu.tr web page and submit your report to your instructor before “Add-Drop” week.

(f) Follow the student announcement board during the semester. Your instructor may want to see you in person.