***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 (15-25 pages)**

You should explain your work in detail, for each set of activities, explain; 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, presentations, technical trips, etc.

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**For example.**

**4.1. Surveying**

Present what you have done during the surveying activities.

Present your homework and project reports at the appendix.

**4.2. Technical Trips**

Present what you have observed during the field trips.

Provide photos if needed.

**4.3. “What Else Civil Engineers Do” series**

Present what you learned and what you found interesting.

**4.4. Computer Applications in Civil Engineering**

Explain importance of computer programming skills in Civil Engineers.

Give an example from the exercises you have done in Matlab sessions.

**4.5. Presentations**

Give a summary of the presentation you delivered in the last week.

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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. 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 40 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**. All 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 to interfere with your academic work during the semester. Therefore, **you must complete and submit your summer practice reports by September 26, 2011. The electronic versions of the summer practice reports must be uploaded by September 19, 2011. Late submissions will not be accepted!**

(d) You should register for the appropriate course (CE 300) at the beginning of the semester immediately following your summer practice.

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