

**CIVL300**

**SUMMER PRACTICE**

**Gain experience in**  
**construction industry**

**Relate theory and practice**

**Learn how to write technical**  
**reports**

# SUMMER TRAINING REGULATIONS

## *1. General Rules*

*Students who have completed :*

- 73 credit hours AND all the courses in the first two semesters (or registered)*

*will do their Summer Practice for a duration of 40 continuous working days.*

- Students can do their Summer Training at a construction site or at a Civil Engineering design office.*

*➤ Summer Practice may be done in **TWO PARTS ONLY***

***Not more than two parts***

At least **5 activities** should be observed during this practice.

These could be:

- *setting out works,*
- *excavation,*
- *concreting,*
- *curing,*
- *reinforcement works,*
- *formworks, etc*

➤ Each student will write a **Summer Practice Report** .

➤ The report will be presented as a seminar.

➤ To consider the Summer Practice as "Completed", the student must receive an **"S"** grade for the report and the seminar.

➤ *Students taking one or more summer school courses can not do summer training at the same time.*

➤ *Each student will write a Summer Training Report (see Item 2).*

➤ *The report will be presented as a seminar (see Item 3).*

## **2. Report Writing:**

*At the end of summer training, each student should write a Summer Training Report. The report should include original experience gained by the student at the site/office rather than theoretical knowledge obtained from books or lecture notes. The information provided on the attached pages can be used as a guide for writing this report. The finished report should be submitted to the Department prior to registering CIVL300. The student will be asked to present this report as a seminar (see Item 3) at a later date.*

### **Report format:**

<https://staff.emu.edu.tr/khaledmarar/en/teaching/civl300>

### ***3. Summer Training Seminar:***

*Every student will present his/her report as a seminar in front of an examining committee and be ready to answer the questions directed to him/her about the practice obtained during the training.*

## **IMPORTANT DATES**

**1. All Papers should be ready two weeks before starting Summer Practice.**

**2. Period of Summer Practice Summer 2019-2020 (Students who want do summer practice for 20 working days only and take summer courses):**

**01 July 2020 - 27 July 2020**

**3. Period of Summer Practice Summer 2019-2020 (Students who want do summer practice for 40 working days without taking summer courses):**

**01 July 2020 - 21 September 2020**

**3. LAST DATE for submitting Summer Practice LOGBOOK OR LOGBOOK AND REPORT :**

**02 October 2020**



# THINGS TO DO

**Before going to training**

**During training**

**After training**

# Before going to training

- 1) RECEIVE NECESSARY APPROVAL FROM COORDINATOR OF CIVL300 AND OFFICIAL LETTER FROM DEPARTMENT.
- 2) BEFORE YOU START TO SUMMER TRAINING, IT IS COMPULSORY TO DO YOUR INSURANCE.  
THIS INSURANCE MUST BE DONE FOR YOU BY THE UNIVERSITY (NOT BY CONSRUCTION COMPANY).  
HOWEVER, IF YOU DO NOT TAKE THIS INSURANCE FROM THE UNIVERSITY, THEN YOUR SUMMER TRAINING WILL NOT BE ACCEPTED BY REGISTRATION OFFICE.

Documents:

<https://staff.emu.edu.tr/khaledmarar/en/teaching/civl300>

3) Obtain :

SUMMER TRAINING LOGBOOK

From bookstore



DOĞU AKDENİZ ÜNİVERSİTESİ  
EASTERN MEDITERRANEAN UNIVERSITY  
Gazimağusa – KKTC. Tel: +90 (392) 630 12 17, Fax: +90 (392) 365 13 17

T.R.N.C.  
EASTERN MEDITERRANEAN UNIVERSITY  
COMPULSORY INTERNSHIP FORM (\*)

Photo

Photocopies of  
photos are not  
allowed

**To Whom It May Concern,**

Please be advised that the students of our university are required to carry out internship practice at various organisations or businesses until the end of their studies. We kindly thank you for your interest in allowing the student whose details are specified below to carry out his/her internship practice at your institution and wish you all the further success in your endeavors.

Name – Surname		ID No.	
Student No.		Academic Year	2012-2013
Department/Program		Faculty	
e-mail		Phone No (GSM)	
Address			

**INFORMATION ABOUT THE PLACE WHERE THE INTERNSHIP PRACTICE WILL BE CARRIED OUT**

Internship practice Commencement date	Finishing date	Duration (Working Days)	
Name of the company			
Address of the company			
Production/Service Area			
Phone Number		Fax. No.	
e-mail		Web address	

**INFORMATION ABOUT THE EMPLOYER OR THE AUTHORISED OFFICIAL**

Name-Surname			
Duty/responsibility area		Approved Signature / Stamp	<i>A formal admission fax containing student information from the company is sufficient</i>
e-mail address			
Date			
Employer's S.G.K No.			

**STUDENT'S BIRTH DETAILS** (to be filled in by the relevant student upon the approval of the internship practice application.)

Surname		Province of birth	
Name		District	
Father's name		District-Village	
Mother's name		File No.	
Place of birth		Family Sequence No.	
Date of birth		Sequence No.	
ID. No.		Office issued	
ID Card Serial No.		Reason of issuing	
S.G.K. No.		Date of issuing	

**SIGNATURE (STUDENT)**

**APPROVAL (DEPARTMENT)**

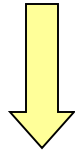
**APPROVAL (FACULTY)**

I declare that the information provided on this document is accurate.		
Date:	Date:	Date:

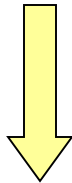
(\*) 3 copies of this form must be filled in electronically (not photocopies) on each of which a photo is attached. One of the approved forms is submitted to the departmental secretary and 2 copies (with 3 copies of the ID, 3 copies of the approval fax, and 3 copies of Mustehaklik Belgesi – for Turkey only) to the Registrar's Office latest by two weeks before the internship practice commencement date.

**During training**

Observe a minimum of  
***FIVE DIFFERENT*** activities



**Ask questions about each activity**



**Take photographs of each activity**

## During training

**Be critical about your  
observations**

**Ask the site engineers to fill  
your Summer Training Booklet  
daily**

**During working hours students  
must be at the site**

**After** 40 days of training you should have:

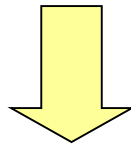
- ***Summer Training Logbook***  
***signed and sealed by the site engineers and the company.***
- **The summer training *Logbook* must be placed in an envelope and must be sealed.**

**After training**

**A *Summer Training Report***  
written in English and must be  
completed in its final form **when**  
**you come to registration**

➤ ***NO REPORT***

➤ ***NO REGISTRATION !***



If the ***Summer Training Report*** is not complete in its final form, your advisor will not register you for **CIVL300.**



**Summer Training LOGBOOK and the Summer Training REPORT must be submitted to the Summer Training Committee:**

**IF THE FIRST PART OF THE SUMMER TRAINING IS COMPLETED, LOGBOOK must be submitted to the Civil Engineering Department on 02 October 2020.**

**LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

**If you continue your training during week ends, the chief engineer must give an official letter indicating such activity. This letter should be submitted in a closed envelope with the logbook.**

**DURING REGISTRATION PERIOD**

**FINAL DATE**

**FOR SUBMITTING**

**SUMMER TRAINING REPORT**

**AND/OR LOGBOOK:**

**Latest on 02 October 2020**

**LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

# **Summer Training Reports**

**The report must be prepared in**  
***report writing format***

***Format***

**for**

**Summer Training Reports**



**Title page**



**Abstract**



**Acknowledgements**



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Appendices



References



**Also be prepared to give a**  
***Summer Training Seminar***