

**FACULTY OF ENGINEERING
EASTERN MEDITERRANEAN UNIVERSITY
GAZİMAĞUSA – NORTHERN CYPRUS**



**SUMMER TRAINING
LOG BOOK**

Advisor Checklist:

Name of Summer Training :

Advisor :

Academic-Term :

No. of Working Days :

Presentation Date :

Grade (S/U) :

Name of Student:.....

Registration No. :.....

Department :.....

Dates of Training:.....

INFORMATION ABOUT THE PLACE OF TRAINING

Name of Firm :.....

Address :.....

General Manager :.....

Supervisor :.....

Assigned :.....

Position in :.....

the Firm :.....

TO THE SUMMER TRAINING COMMITTEE

I certify that the following record of work done by the student is correct.

Our evaluation of the work is recorded in the following page.

Signature and Stamp

or Seal :.....

Date :.....

(Note: Pages 1-6 should be completed by the supervisor and the log book should be given back to the student in a sealed envelope in order to be delivered to the University)

(Bu staj defteri Türkçe olarak da doldurulabilir, imzalandıktan sonra kapalı bir zarfta öğrenciye verilmelidir.)

SUMMER TRAINING EVALUATION FORM

(To be completed by the Supervisor)

1. Student's Name and Surname :.....

2. Starting Date:..... Date of Completion:.....

3. Duration of Practice:..... (Working Days)

4. Summary of Work Done:.....
.....
.....
.....

5. Student's Evaluation (Poor/Fair/Good/Excellent)

- a) Interest :.....
- b) Attendance :.....
- c) Technical Knowledge and Ability :.....
- d) General Behaviour:.....

6. General Comments:

.....
.....
.....
.....

7. Number of engineers employed in the workplace:.....

Date:.....

Title, Name and Signature of Supervisor

.....
.....

DATE (Tarih)	DEPARTMENT (Bölüm)	BRIEF DESCRIPTION ON TRAINING (Yapılan işin kısa tanımı)

Signature and Stamp or Seal

(İmza)

DATE (Tarih)	DEPARTMENT (Bölüm)	BRIEF DESCRIPTION ON TRAINING (Yapılan işin kısa tanımı)

Signature and Stamp or Seal
(İmza)

DATE (Tarih)	DEPARTMENT (Bölüm)	BRIEF DESCRIPTION ON TRAINING (Yapılan işin kısa tanımı)

Signature and Stamp or Seal
(İmza)

DATE (Tarih)	DEPARTMENT (Bölüm)	BRIEF DESCRIPTION ON TRAINING (Yapılan işin kısa tanımı)

Signature and Stamp or Seal

(İmza)

NOTES:-

1. To be eligible for summer training the student must be in the 5th academic term or above. Those students taking one or more courses in the summer school are not allowed to do summer training.
2. The duration of the summer training is 40 continuous working days, all of which should be in the same establishment.
3. When the student completes the summer training, he/she will be assigned a "Summer Training Advisor" who will supervise the student to write a report about the training. This report should include original experience gained by the student at the site/office rather than theoretical knowledge obtained from books or lecture notes. During the summer training take photographs, plans, specifications, etc. to use in your report.
4. 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.
5. Time-Table for the Semester following the Summer Training:
 - Register in Summer Training Course during the Course Registration Period of the Fall semester.
 - During registration, submit a written statement to your advisor, showing your name/surname, student number and subject of your summer training (building construction, road construction, etc.).
 - During the 2nd week of the semester, the Department will announce the name of the instructor who will supervise you. Contact your instructor as soon as possible (not later than the end of the 3rd week in any case) to obtain his/her instruction on how to write the report.
 - Submit the report to your instructor not later than the end the 9th week of the semester. If there are any modifications required, complete these and re-submit to your instructor.
 - Seminars will take place within the last 2 weeks of the semester, prior to the final examinations.
 - Summer Training of students not following the above time schedule will not be accepted.