**Yaşar University**

**Faculty of Engineering**

**Civil Engineering Department**

**CE 4811 INTERNSHIP REPORT**

**RULES FOR WRITING THE INTERNSHIP REPORT**

* You do not have to provide a day-to-day dairy of the internship activities.
* Do not write theoretical excerpts from textbooks. *Describe what you exactly did there and experiences you have gained throughout your internship*.
* You can include graphs, pictures, data, drawings or design calculations in your report, but they should not cover more than 1/3 of the page. Larger items should be given as an Appendix.

**Style & Formatting**

* ***Paper***: A4 & portrait
* ***Font:*** Times New Roman, 12 point, single space, justified
* ***Margin:*** 2.5 cm at the top, left, and right sides and 2 cm at the bottom
* ***Place:*** a single space between paragraph-paragraph and heading-paragraph.
* Keep away *unnecessary gaps* in your report.
* Each main headings has to be placed *at the top of pages*.
* Headings cannot be placed *at the end of a page without content*.
* Give citations to each of the *references inside the text* in a standard way.
* For the first use of the abbreviation, you have to define it. e.g First, Frequency Modulation (FM) then you can use FM directly.
* Number each *figure/graphic & table, consecutively and add a meaningful caption to each*. Refer them *inside the text using these numbers*.
  + Number and caption of a figure/graphic appears *below* the figure/graphic
  + Number and caption of a figure/graphic appears *above* the table
* Use *Word Spelling and Grammar Check.*
* Put a blank *not before but after* punctuation.
* Be careful about *syntax, verb tenses, capitalization, and punctuation rules*.