**Yaşar University**

**Faculty of Engineering**

**Civil Engineering Department**

**CE 4811 INTERNSHIP REPORT**

|  |
| --- |
| Firm Name/ Logo |

### 

|  |  |
| --- | --- |
| Name-Surname of the Student | Student Number |

|  |
| --- |
| Training Date Interval: …./…./20…. – …./…./20…. |

**STATEMENT OF PLAGIARISM**

I hereby declare that, except where I have indicated, the work I am submitting in this report is my own work.

**Name and Signature**

**Table of Contents**

1. Brief Executive Summary of the Internship …………………… Page Number
2. Description of the Company/Institution ……………………….. Page Number
3. Internship Activities …………………………………………… Page Number
4. Assessment of the Internship …………………………………… Page Number
5. Conclusions of the Report ……………………………………… Page Number
6. Appendices & Supplementary Material (if necessary) …………. Page Number
7. References ………………………………………………………. Page Number
8. **Summary of the Internship *(max of 200 words*)**

A short account of the internship where carried out and major activities carried out during the internship period.

1. **Description of the Company/Institution *(max 1 page*)**

This section should answer the following questions;

* What is the full title of the company/institution? *Give a brief history of the company, full mailing address and relevant web links.*
* What is the working area of the company? Construction (briefly explain the field) or structural design?

1. **Internship Activities *(min of 3 / max of 10 pages*)**

This is the main body of your report. During the internship period, an intern may focus on the following types of analysis and questions. You do not have to answer all the questions in the list:

* Describe your working conditions and functions, such as; who is your supervisor (include his/her name and position); other team members or co-workers and what their functions are to complement yours.
* Provide the department or division layout of the internship organization.
* Provide an overview of the project.
* What kind of incentives are used in order to create a more effective and efficient organization/site?
* Describe what kind of working documents and analysis you did there and what experiences you have gained throughout your training?
* A comparison between theory (learned in the classroom) and practice (observed at the company) must be made.
* Show some work samples that you have encountered/conducted at the company through graphs, pictures, data, drawings, or design calculations and include them in your report.

**4. Assessment of the Internship *(Fill the table with a brief statement*)**

Indicate contribution of your internship to the development of your personal and professional skills as outlined below.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Knowledge and skills you need to assess*** | ***(yes)*** | ***(partial)*** | ***(no)*** |
| **1-** Ability to work efficiently in intra-disciplinary and multi-disciplinary teams; ability to work individually. |  |  |  |
| ***Explain by giving examples*** |  |  |  |
| **2-** Ability to write report and understand written reports effectively, to prepare design and construction reports, to conduct effective presentations, and to give and receive clear and understandable instructions. |  |  |  |
| ***Explain by giving examples*** | | | |
| **3-** Acting in accordance with ethical principles, consciousness of professional and ethical responsibility; knowledge of the standards used in engineering practice. |  |  |  |
| ***Explain by giving examples*** | | | |
| **4-** Knowledge about business life practices such as project management, risk management, and change management; awareness of entrepreneurship and innovation; knowledge of sustainable development. |  |  |  |
| ***Explain by giving examples*** | | | |
| **5-** Knowledge about contemporary issues and the global and societal effects of engineering practices on health, environment, and safety; awareness of the legal consequences of engineering solutions. |  |  |  |
| ***Explain by giving examples*** | | | |

**5. Conclusions of the Report *(max 1 page*)**

This section should be include;

* A summary of key conclusions derived from the internship experience.
* General observations about the sector in which your internship company/institution operates.

1. **Appendices & Supplementary Material *(if necessary)***

codes, charts, graphs, pictures, etc.

1. **References *(if necessary*)**

* List references to papers, textbooks, web pages, user manuals, etc. in this section and number them consecutively.
* Give citations to each of these references inside the text in the standard way.