

# CEV 310/410 SUMMER PRACTICE I/II INFORMATION PRESENTATION

Hacettepe University  
Environmental Engineering Department  
Summer Practice Coordination Unit  
March 5<sup>th</sup>, 2020



# Contents

- General information
- Duration and periods
- Eligible institutions/establishments
- Processes to be completed before, during, and after the program
- Evaluation process

# General Information

- Summer internship → paid or unpaid positions offered for undergraduate students by organizations to exchange services for **professional experience**
- Objective of the program is
  - to provide the undergraduate students with the **professional experience** in the field of environmental engineering,
  - to improve **engineering skills** of the students by means of observing **technological developments** and **applications** in the organizations

# Duration and Period

- At least **40** working days
- Conducted in **two** periods of **at least 20** working days
  - Working day → at least **8** hours
  - Max **6** days a week
- CEV 310 → conducted after the **4<sup>th</sup>** semester
- CEV 410 → conducted after the **6<sup>th</sup>** semester
- No vacation, days off, etc. during the program
  - Total number of working days **≥ 20 days** for each period
- **You can not take summer school courses or make-up exams during summer internship!!!**

# Eligible Institutions/Establishments

- Finding an organization is **entirely your responsibility**
- National/international and public/private organizations
- Organization should be **approved** by the committee
- Find the most equipped organization that you would benefit in terms of **professional development**
- You can not change the internship organization without the knowledge and consent of the committee

# Eligible Institutions/Establishments

- Activities of the organization should be related to **at least one** of the fields of the **environmental engineering and technology**
  - water and/or wastewater treatment technologies
  - air pollution and control
  - solid and hazardous waste management
  - noise pollution control
  - environmental management
  - environmental impact assessment
  - any other project and quality assessment work **within the scope of environmental engineering**

# Before the Internship

- If you are going to **complete** your **4<sup>th</sup>** or **6<sup>th</sup>** semester by the **following summer**
  - Submit/email a copy of your **transcript** to the Department Internship Coordination Unit latest **March 20<sup>th</sup> 2020** for **eligibility evaluation**
  - Once you receive confirmation for conducting the internship program, start **searching** for an **eligible** organization for the internship program
  - Check the **list of eligible organizations** posted on department web site

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### Forms to Be Submitted Before the Internship Program

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### Forms to Be Submitted After the Internship Program

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### Other Documets

[List of Establishment and Institutions for Internship](#)[Internship Principles](#)



**HACETTEPE UNIVERSITY  
FACULTY OF ENGINEERING  
ENVIRONMENTAL ENGINEERING DEPARTMENT**

**LIST OF ESTABLISHMENTS AND INSTITUTIONS FOR INTERNSHIP**

	<b>Name</b>	<b>City</b>	<b>Website</b>
1	Afyonkarahisar Belediyesi Atıksu Arıtma Tesisi Birliđi	Afyonkarahisar	<a href="http://www.afyonaab.gov.tr/">http://www.afyonaab.gov.tr/</a>
2	Aktaş Döküm Sanayi ve Tic. A.Ş.	Ankara	<a href="http://akdas.com.tr/">http://akdas.com.tr/</a>
3	Akvadem Danışmanlık A.Ş.	Ankara	<a href="http://www.aqwadem.com">www.aqwadem.com</a>
4	Anadolu Efes Biracılık ve Malt San A.Ş.	Ankara	<a href="https://www.anadoluefes.com/">https://www.anadoluefes.com/</a>
5	Ankalab Çevre Analiz Laboratuvarı	Ankara	<a href="http://www.ankalab.com.tr/">http://www.ankalab.com.tr/</a>
6	Ankara Başkent Organize Sanayi Bölgesi Müdürlüğü	Ankara	<a href="http://www.baskentosb.org/">http://www.baskentosb.org/</a>
7	Ankara Su ve Kanalizasyon İdaresi	Ankara	<a href="http://www.aski.gov.tr">http://www.aski.gov.tr</a>
8	Armada Danışmanlık Ltı. Şti.	Ankara	<a href="http://armadadanismanlik.com">armadadanismanlik.com</a>
9	ARTEK Müh. Çevre ve Ölçüm ve Dan. Hiz. Tic. A.Ş.	İstanbul	<a href="https://www.artekcevre.com.tr/">https://www.artekcevre.com.tr/</a>
10	ARÜV ÇEVRE Müh. Müş. Hiz. İnş. San. ve Tic. A.Ş.	Antalya	<a href="http://www.aruvcevre.com.tr/">http://www.aruvcevre.com.tr/</a>
11	Atasu Müh. Çevre Dan. İnş. Mak. San. ve Tic. Ltd. Şti.	İzmir	<a href="http://www.atasu.com.tr/">http://www.atasu.com.tr/</a>
12	BAŞARSOFT Bilimşim Tekno. A.Ş.	Ankara	<a href="https://www.basarsoft.com.tr/">https://www.basarsoft.com.tr/</a>

# Before the Internship

- If the organization you choose for your internship is not listed at our web site
  - Provide us information about the organization by filling up **“Internship Establishment or Institution Evaluation Form”**
  - We will evaluate the organization
  - If it is approved, it will be added to the list at our web site

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**HACETTEPE UNIVERSITY  
FACULTY OF ENGINEERING  
ENVIRONMENTAL ENGINEERING DEPARTMENT  
INTERNSHIP ESTABLISHMENT OR INSTITUTION EVALUATION FORM**

**STUDENTS**

**NAME & SURNAME :**  
**STUDENT NUMBER :**  
**INTERNSHIP START DATE :**  
**INTERNSHIP END DATE :**  
**INTERNSHIP DURATION (WORKING DAYS) :**

**ESTABLISHMENT / INSTITUTION**

**NAME :**  
**ADDRESS :**  
**TELEPHONE :**  
**FAX :**  
**WEB SITE ADDRESS :**

I would appreciate if the establishment/organization with information provided above is evaluated for eligibility for the compulsory internship program within CEV 310/CEV 410 courses. Required documents (such as organization profile, the products, waste treatment processes) for evaluation of the establishment/organization are attached.

**Signature:**

**Date:**

# Before the Internship

- Once there is an approved organization for your internship
  - “**Work Application and Admission Form**” should be filled up and signed by the organization and you.
  - This form should be submitted to the committee **no later than May 15<sup>th</sup> 2020.**
- **At least 20 days before** you start your internship
  - You should submit one photo, a copy of your ID card and health insurance form
    - **Declaration Contract – With Health Insurance**
    - **Declaration Contract – Without Health Insurance**



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**No later than May  
15<sup>th</sup>, 2020**

**At least 20 days prior  
you start working**

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( EK-3 ) İşyerine Başvuru ve Kabul Formu

.....İşletmesi / Birimi

Hacettepe Üniversitesi Mühendislik Fakültesi ..... no'lu Çevre Mühendisliği Bölümü öğrencisiyim.

..... / ..... / 2020 tarihinden başlayarak ..... / ..... / 2020 tarihinde tamamlamak üzere ..... iş günlük sürecek stajımı işyerinizde yapmak istiyorum. 5510 sayılı Sosyal Sigortalar ve Genel Sağlık Sigortası Kanunu'nun 87.Maddesinin (e) bendi hükümleri uyarınca staj yapacağım döneme ilişkin ..... iş günlük "**İş Kazası ve Meslek Hastalığı**" sigortası primi **Üniversitemiz tarafından Sosyal Güvenlik Kurumuna ödenecektir.**

Kurumunuzda staj yapmam hususunda müsaadelerinizi saygılarımla arz ederim.  
..... / ..... / 2020

**Öğrencinin Adı ve Soyadı**

**Staj Koordinatörü**

**Doç. Dr. Merih Aydınalp Köksal**

**İmzası**

**İmzası**

Mühendislik Fakültesi

Staj için başvuruda bulunan Hacettepe Üniversitesi ..... no'lu öğrencisi ..... 'nın ..... iş günlük sürecek stajını ..... / ..... / 2020 tarihinden başlayarak ..... / ..... / 2020 tarihinde tamamlamak üzere işletmemizde yapması uygun bulunmuştur. Öğrenci herhangi bir iş kazası geçirmesi durumunda **aynı gün** Üniversitenize bildireceğimi beyan ederim. .... / ..... / 2020

**İşletme Yetkilisi**

BEYAN VE TAAHHÜTNAME (SAĞLIK HİZMETİ ALAN)

**BEYAN VE TAAHHÜTNAME**

Üniversitemizin Mühendislik Fakültesi Çevre Mühendisliği Bölümü öğrencisiyim.  
..... Birimde/İşyerinde Stajyer Öğrenci olarak 5510 Sayılı kanunun 5/b maddesi uyarınca çalışmak istiyorum. Ailemden, annem / babam üzerinden genel sağlık sigortası kapsamında **sağlık hizmeti alıyorum**. Bu nedenle stajım boyunca genel sağlık sigortası kapsamında olmayı kabul **etmiyorum**.

Beyanımın doğruluğunu, durumumda değişiklik olması durumunda değişikliği hemen bildireceğimi kabul eder, beyanımın hatalı veya eksik olmasından kaynaklanacak prim, idari para cezası, gecikme zammı ve gecikme faizinin tarafıma ödeneceğini taahhüt ederim.

Adı Soyadı :  
T.C.Kimlik No:  
Bölümü :  
Öğrenci No :  
İmzası :  
Tarih :

BEYAN VE TAAHHÜTNAME (SAĞLIK HİZMETİ ALMAYAN)

**BEYAN VE TAAHHÜTNAME**

Üniversitemizin Mühendislik Fakültesi Çevre Mühendisliği Bölümü öğrencisiyim.  
..... Birimde/İşyerinde Stajyer Öğrenci olarak 5510 Sayılı kanunun 5/b maddesi uyarınca çalışmak istiyorum. Ailemden, annem / babam üzerinden genel sağlık sigortası kapsamında **sağlık hizmeti almıyorum**. Bu nedenle stajım boyunca genel sağlık sigortası kapsamında olmayı kabul **ediyorum**.

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Adı Soyadı :  
T.C.Kimlik No:  
Bölümü :  
Öğrenci No :  
İmzası :  
Tarih :



# During the Internship

- Every day write down all the tasks and activities you conduct at work to your “**Internship Daily Report**”
- Can be downloaded from department web site
- Every page of the report should be **signed** by the authorized employee of the organization
- Number of pages of your daily report = number of internship days

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# At the End of the Internship

- Hand in "**Intern Evaluation Form**" to the organization.
  - Can be downloaded from the department web site
- Make sure it is filled up and signed by the authorized employee of the organization, and then **send by mail directly** to the Department Internship Coordination Unit.
- It should be received by the Department Internship Coordination Unit within the **first month of the following Fall semester.**
- "**Internship Diary Report Evaluation Form**" should be filled up and signed by the authorized employee
- This form must be submitted to the Department Internship Coordination Unit **by you**



# HACETTEPE UNIVERSITY

## Department of Environmental Engineering

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CONFIDENTIAL

HACETTEPE UNIVERSITY  
 FACULTY OF ENGINEERING  
 ENVIRONMENTAL ENGINEERING DEPARTMENT  
 06800-BEYTEPE, ANKARA  
 Tel:-(312)-297-78-00-Fax:-(312)-299-20-53  
 INTERN-EVALUATION-FORM

Dear Madam/Sir,

This form must be signed and filled by the authorized person in the establishment/organization our student conducted internship program. It is requested that this form is sent by mail directly to us.

Kind Regards,

Hacettepe University  
 Environmental Eng. Dept.  
 Internship Coordination Unit

PHOTOGRAPH

**STUDENT**

Name-Surname: .....

Organization/Establishment Name and Address: .....

Internship Start Date: ...../...../20.....

Internship End Date: ...../...../20.....

Total Number of Working Days: .....

Working Department(s): .....

..... Page Break .....

CONFIDENTIAL

	Very good	Good	Moderate	Low
Relationship with the other personnel				
Effort in working (including self-improvement effort)				
Performing the tasks on time and completely				
Teamwork skills				
General engineering knowledge level towards solving problems				

1. Attendance of the student:

(-) The student came everyday on time.

(-) The absence of student is negligible.

(-) The student is often absent. How many days? (.....)

2. The student's internship grade? ...../100

3. If there is any other explanation, comment, and suggestions; please indicate below.

.....

.....

.....

.....

Authorized Person  
 Signature

HACETTEPE UNIVERSITY  
FACULTY OF ENGINEERING  
ENVIRONMENTAL ENGINEERING DEPARTMENT  
06800 BEYTEPE, ANKARA  
Tel: (312) 297 78 00 Fax: (312) 299 20 53

**INTERNSHIP DAILY REPORT EVALUATION FORM**

The daily report of the student who conducted his/her internship program in our establishment/institution has been examined. It is observed that the report reflects the tasks conducted by the student throughout his/her internship program. The document has been approved by us.

Student's

Name Surname: .....

Student Number: .....

Authorized Person's Name Surname: .....

Position: .....

Date : .....

Signature :

# At the End of the Internship

- Prepare your "**Internship Report**"
  - Can be downloaded from the department web site
  - Contains all the work conducted during the internship.
  - Must be written in accordance with the content and format determined by the committee (see guidelines provided at department web site)
  - Must submit **latest by the end of the first month of the following fall semester**
- **Do not forget to register for CEV 310 or CEV 410 in the following fall semester**



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# CEV 310/410 SUMMER INTERNSHIP 101

## REPORT

### Student Name

### Student Number

Submitted to the Department of Environmental Engineering, **Bozok University**  
In Partial Fulfillment of the Requirements for the Degree of Bachelor of Science

### Company Name and Address

### Internship Dates

### City of the Submission

Yakara, TURKEY

## LIST OF TABLES

Table 1: Time Study Results	15
-----------------------------	----

You should cite all the tables in the main text.

You should put captions (number and name of the table) to all your tables. The captions should be placed above the table.

You should prepare your list of tables using MS Word list of figures tool.

Page Break

## ABSTRACT

The abstract of the report can be maximum 150 words. It should be descriptive of your work during your internship. You should start with a brief description of the company you worked and the aim of your internship, and then briefly summarize your participation and contribution to the company's overall processes during your internship.

You should write this section after you complete writing the main text of the report since it is the overall summary of your entire report. You should choose to write using new sentences instead of copying and pasting the sentences from the main text.

You should use Times New Roman 12pt throughout the report. This paragraph must be justified with 1.5 line spacing and 0.5 spacing before and after. Page number should start here as "1".

Page Break

## ÖZET

Türkçe translasyon of the "ABSTRACT" section.

Page Break

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You should prepare your table of contents using MS Word Table of Contents tool.

Page Break

## LIST OF FIGURES

Figure 1: Waste water treatment plant

You should cite all the figures in the main text.

You should put captions (number and name of the figure) to all your figures. The captions should be placed below the figure.

You should prepare your list of figures using MS Word list of figures tool.

Page Break

## LIST OF ABBREVIATIONS AND SYMBOLS

BOD<sub>5</sub> → Biochemical oxygen demand

TSS → Total suspended solid

T → Temperature

Page Break

## ACKNOWLEDGEMENT

You should thank the company for allowing them to perform your summer internship there. You can thank other individuals as well here.

Section Break (Next Page)

Page Break

## 1- INTRODUCTION

In the introduction part, you should provide brief information on the scope of your summer internship, work you performed, the outcome of your work, and knowledge and experience you gained throughout your internship at the company. This part should not exceed one page.

The main text of the report (Introduction, Description of the Company, Analysis of the Work Conducted, and Conclusions) should not exceed 10 pages.

You should not copy and paste from the website or other sources directly. If you need to copy and paste any information from other sources, you have to write them inside quotation marks. All information that is taken from other sources should be referenced.

The references you use throughout the main text should be provided by the reference number you have in your list of references. If you are providing a reference to a statement in the text, you should use one of the following formats:

→ Rıdhal and Kuvvetin (13) reviewed the studies conducted on the uptake of heavy metals using low cost adsorbents or constructed wetland.

→ Various studies on the use of low cost adsorbents for heavy metal uptake or constructed wetland are reviewed by researcher (13).

The paper of Rıdhal and Kuvvetin should be number 13 in the reference list.

You should use the MS Word Citations and Bibliography tool (under the References menu) for your references and reference list. Your citation should follow the IEEE Citation Reference Standard (IEEE). For more information on how to use MS Word Reference tool, <http://support.office.com/words/using-a-bibliography-2013-07-2044-6921-a376-183111388147>

Page Break

## 2- DESCRIPTION OF THE COMPANY

You should provide brief information on the company you did your summer internship. This section should include information on the company's technical description, operational structure, products, and waste treatment facilities and procedures, etc. This part should not exceed one page.

Page Break

# Evaluation of the Internship

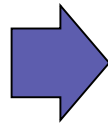
- Once all the forms are received, the evaluation of student's internship will be completed **within a month** by the supervisors determined by the committee
- Criteria used for evaluation the Internship Report

	Percentage
Format of the report	10
Language of the report	10
Contents of the report	80
Relevance with Internship Diary Report	20
Summary	5
Introduction	5
Information on Institution/Establishment	5
Analysis	30
Results	15
Total	100

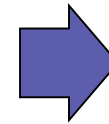
# Evaluation of the Internship

- Passing grade for the internship reports → **70 points**
  - If **< 70 points** → must be **revised** according to the feedbacks and must be re-submitted within **two weeks**.
  - Grade of the revised reports must be **> 70 points** to be deemed successful.
- Reports with grades **≥ 70** points can also be **re-submitted** with necessary revisions if the students would like to **raise the report grade**
- Student is required to **repeat** the internship **if a falling grade** is obtained from the revised internship report
- In addition to the internship report, the **total internship grade** is given by based on evaluations of the "**Intern Evaluation Form**", "**Internship Daily Report Evaluation Form**", and "**Internship Daily Report**"

In **March**, submit your transcript for eligibility evaluation if you will complete your 4<sup>th</sup> or 6<sup>th</sup> semester by the following summer



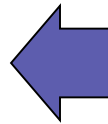
Once you receive your eligibility for internship, start searching for an organization.



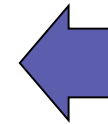
**By Mid May**, you should submit "Work Application and Admission Form" which is signed by the organization and you.



By the end of your internship, submit "Intern Evaluation Form" to the organization. Make sure it is mailed directly to the department.



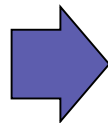
During your internship fill up the activity report daily (Internship Daily Report) and have it signed by the authorized personnel



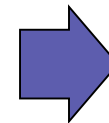
**At least 20 days** before you start the internship, submit one photo, a copy of your ID card and health form



Have your "Internship Daily Report Evaluation Form" signed by the authorized personnel



Prepare your internship report based on the guidelines provided and submit latest **by the end of the first month of following fall semester**



Register for CEV 310 or CEV 410 in **the following fall semester**