

## CVE 300/400 SUMMER INTERNSHIP GUIDELINE

### 1. PROCEDURE:

#### STEP 1. Finding a company and asking them to fill out “Summer Practice Acceptance Form”.

- Find a company. Please remember that it is your responsibility to find a company.
- Download the “Summer Practice Acceptance Form” (<https://ncc.metu.edu.tr/cve/summer-practice>) and fill-out your ID information.
- Send “Summer Practice Acceptance Form” to the company and ask them to fill-out the remaining part of the form.
- Please take a note that the starting and ending dates are very important. Make sure that there are **20 working days**. If you count Saturdays as working days, please take a document from the company that they work full time on Saturdays. Please do not forget to consider Eid (Bayram) days (July 31<sup>st</sup> – August 3<sup>rd</sup>, 2020) as holidays.
- If the company asks you to submit a form that shows that the summer practice is compulsory in your university, you can get a letter (Zorunlu Staj Belgesi / Compulsory Internship Document) from the Registrar Office.

#### STEP 2. Submit your “Summer Practice Acceptance Form” and get approval.

- Once you get the acceptance form back from the company, please email the “Summer Practice Acceptance Form” to the summer internship coordinator of your program (Dr. Hasan Zaifoğlu, [zhasan@metu.edu.tr](mailto:zhasan@metu.edu.tr)) and get his approval by email. Make sure that all sections of the form is completed. If any section of the form is missing, you will not get approval.

#### STEP 3. Filling-out the online form and getting online approval from the company

- Please go to INTRANET → System Entries → Summer Internship System → Student Operations Click on “+” and fill out “**Training Student Information Form**”.
- Since the evaluation of your report will be done during 2020-21 Fall, in this form, please select **2020-1**.
- At the end of the form Please click on “**My company will approve my summer training online**”. In this case, the company will get an email from the system for your summer training approval. Please check the company for online approval.

#### STEP 4. The approval of your form by the summer internship coordinator.

- After online approval of your summer training by the company, the summer internship coordinator of your program will approve it as well.
- After the approval by the coordinator, the form will be forwarded to the Registrar Office for insurance.

## STEP 5. Getting your insurance

- **Practicing in Turkey:** If your practice will be in Turkey, you must have an insurance. The Registrar Office will buy you the insurance and email it to you a couple of days before your starting date.
  - *Turkish Citizens:* The Registrar Office will buy your insurance using the info (TC ID number) in your online form.
  - *International students who wants to practice in Turkey:*
    - Those who have permanent residence in Turkey: You should write your Turkish Permanent Resident ID number in the online form “Training Student Information Form” and the insurance will be purchased by the Registrar Office.
    - Those who does not have any permanent residence but have a valid visa to get into Turkey:
      - You should go to the city that you want to do your summer internship.
      - Visit the Immigration Office and ask for ID number for International Citizens.
      - Send your ID to Registrar Office for your insurance.
    - Those who does not have permanent residency and not a valid visa to get into Turkey:
      - You should get visa first
      - Go to the city that you want to do your summer internship.
      - Visit the Immigration Office and ask for ID number for International Citizens.
      - Send your ID to the Registrar Office for your insurance.
- **Practicing in North Cyprus:** Insurance is not required
- **Practicing in other countries:** Check if insurance is required or not. However, METU-NNC provides insurance only for Turkey.
- Registrar office needs **minimum two weeks** to complete your insurance procedure. So that please fill out the online form as soon as possible and get your approval by company and coordinator at least two weeks before your starting date.

## 2. REQUIREMENTS FOR CVE 300

It is your responsibility to make sure that “**the location of the training and the job description of the trainee**” provided by the company on the Summer Practice Acceptance Form will fulfill the CVE 300 requirements summarized below. Otherwise the Coordinator has the right not to approve your Summer Practice Acceptance Form. If the responsibilities you are given during your summer practice do not agree with the initial job description and you sense that you will not be able to fulfill the summer practice requirements summarized below, inform the Coordinator immediately while you are conducting your summer practice.

Requirements for CVE 300:

- *CVE300 students are expected to complete their summer internships at **construction sites**. In their reports, students should clearly state their role and contributions in the projects, explain*

*the stages involved in the construction, types of materials and machinery used at the construction sites, precautions taken for storage of these materials and machinery, what tests were conducted on the construction materials, the safety measures taken by the company. In general, students are expected to make observations related to the theoretical knowledge they gathered in the CVE241 and CVE202 courses and reflect these observations to their reports. **To be able to conduct a CVE 300 Summer Internship, a student is expected to obtain passing grades from the CNG 100, OCHS 101, CVE 101, CVE 102, CVE 202, and CVE 241 courses.***

### **3. REQUIREMENTS FOR CVE 400**

Although we encourage students to complete their second summer internship in a **design office**, they can complete their second internship in a construction site as well. However, it should be different type of construction site than CVE 300. The only prerequisite for CVE 400 is to get "S" from CVE 300.

Note that CVE 400 students must provide at least one of the following **job descriptions** in their Summer Practice Acceptance Form.

- ***highway/railway/airport construction site***
- ***water retaining structure construction site***
- ***tunnel or a high rise building construction site***
- ***coastal structure construction site***
- ***design office***
- ***planning team of a construction company***
- ***research lab or development center***