GIRNE AMERICAN UNIVERSITY (GAU)

FACULTY OF ENGINEERING

SUMMER TRAINING EVALUATION RULES AND REGULATIONS

This regulation defines the evaluation process for grading the summer training work and/or the summer training report (EE 400) that will be followed by the summer training committee members of the GAU Faculty of Engineering.

Engineering summer training is the 30 working days long internship period in which the engineering students are expected to apply their theoretical knowledge, which they acquired during their Bachelor level studies, in a real life professional environment. Summer training can be performed at any private or governmental institution which is involved in any of the following areas: manufacturing, assembly, measurement, control, research and development, software development, technical support, plant management. During the training, the engineering students encounter with the professionals and the real life tasks, so that they have a better chance to prepare themselves for the industries' needs and decide on their exact field of professional interests. At the end of the 30 days of training, which is performed after the third year of the bachelor studies, the students write their summer training reports which summarize their internship experience. The internship period of a student is then judged by the committee evaluation of his/her summer training report.

1. ELIGIBILITY TO PERFORM SUMMER TRAINING
To be eligble for summer training and training evaluation any student have to satisfy the following conditions:

1. By the end of the Fall semester of the summer training year, there must be at most 18 credited courses left which the student has to take until his/her graduation. (F graded courses and the new courses that were not taken before will be counted. Turkish and history courses are not inclusive.)

2. The student must have a passing grade from at least half of your departmental third year core courses:
· For Industrial Engineering students **3 of the IE 3XX courses**
· For Computer Engineering students **4 of the CEN 3XX courses**
· For Electrical & Electronics Engineering students **4 of the EEN3XX courses**

3. If the student manages to satisfy condition 2 by the end of the summer school, he/she can still perform the summer training. *(**THIS IS NOT POSSIBLE FOR CONDITION 1**)*

2. HOW TO CHOOSE A COMPANY

1. The company at which the summer training can be performed must *have at least one engineer from the student's major.* If not, the summer training will not be evaluated.
(i.e. At least one Computer Engineer for Computer Engineering students,
At least one Industrial Engineer for Industrial Engineering students,
At least one Electrical & Electronics Engineer for Elec. & Electronics Engineering students.)

2. If the student failed from the summer training before, he/she cannot perform the summer training at the same company once again. If training repetition is performed at the same company, the summer training will not be evaluated.

3. HOW TO APPLY FOR SUMMER TRAINING

1. Every student must;
- get a summer training letter from the faculty secretary,
- have it signed
- send the letter to the company.

2. The company which will accept the student for summer training must e-mail back the filled and approved "Company Information Form" to the faculty.

3. After the company is confirmed by the summer training committee, the student must download "Summer Training log-book" from the GAU e-learning/Engineering web site. Before going to summer training the log book must be printed back-to-back and put in plastic binding (University's printing office can provide assitance in this matter at reasonable prices). Bound log book must be signed by the Faculty of Engineering summer training coordinators to become official. After finishing your training, filled and approved log book should come back to the faculty in a company sealed and signed envelope. If the "Company Information Form" is not e-mailed back from the company and the log-book is not received in sealed, signed and closed envelope, the summer training will not be evaluated.

4. SUMMER TRAINING REPORT

After finishing the summer training, the student must write a "Summer Training Report" and submit two (2) copies of the report together with the log-book to the Faculty secretary, before the deadline that will be announced later. If the student does not submit the training reports and the log-book before the deadline, the summer training will not be evaluated.

Reports must be written according to the rules given below:
REPORT FORMAT
Cover Page Must Include:
- University Name
- Faculty name
- Department Name
- Student ID
- Student Name
- Company Name
- Dates of the Training
- Submission Date

Chapters must be arranged as follows:
- Introduction (2-4 pages)
- Information about the Company (1-2 pages)
- The Problem Definition (4-10 pgs.)
- The Work-Done (12-22 pg.)
- Conclusion (1-2 pages)

Content Description:

1. **Introduction:** This chapter introduces what the student will talk about throughout the report.
2. **Information About the Company:** This chapter gives information about the company where the student performed the studentr summer training. It can include the number of employees, departments and field of the company.
3. **The Problem Definition:** In this chapter the student should explain what the student worked on (the types of jobs the student performed etc.) **How the tasks are performed should not be in this chpater.**
4. **The Work Done:** In this chaper the student must explicitly explain what exactly he/she performed to solve the tasks you explained in Chapter 3. (The methods used, algorithms used, tools learned etc.)
5. **The Conclusion**: This chapter summarizes the whole report. What the student learned during the summer training, what difficulties he/she had, what type of experiences were gained etc. can be included.
   A final note: The whole report should only and explicitly talk about the work performed by the student during the summer training.

Writing Rules:

- Pages must be numbered starting from Introduction Chapter
- All margins (Left, Right, Top, Bottom) must be 1 inch.
- All Chapter Headings - Arial 14 pts Bold
- All Sub Headings - Arial 12 pts Bold
- All Body Text - 12 pts Times New Roman
- All line spacing must be 1.5 points
- Paragraphs must be justified
- First paragraph of a subject must be 1 tab indented (others must not)
- Remaining paragraphs must be fully justified

General Rules:
- Table of Contents after cover page before chapters
- Program code, big pictures, and screen shots must be in appendix
- Appendices must be "referred to" in the text
- Report must be in plastic binding
- Min 20 - Max 40 Pages (excluding appendices, cover page and table of contents)

All summer training reports must be prepared in English language only. Any report written in a language other than the English language directly receives a "REWRITE" decision.

All summer training reports must be prapared by using a wordprocessor software. Any handwritten report directly receives a "REWRITE" decision.

All summer training reports must include explicitly what the student performed, in the students own words. Some written resources may be used in case of absolute necessity.

If any written resource is used throughout the report, it must be listed in the references page and cited in the text. If any written resource is used by student.

5. EVALUATION PROCESS
Submitted reports will be distributed to reviewers for a "BLIND PEER REVIEW" process.
Blind peer review means, two reviewers will read the reports separately without knowing about each others identity.(i.e. A faculty member will not know which other faculty member is reading the second copy of your report)

Each of the reviewers will electronically submit their evaluation to the summer training committee. After the Faculty board evaluation of the reviewer suggestions, either the summer traning work will be accepted or returned to the students for corrections.

A deadline will be announced to you for the submissions of the corrected reports. After the submission, the corrected reports will be judged by the same reviewers. Reviewer decisions after corrections will be accept or reject.

Finally, the last decisions will be verified by the Faculty Board and announced to the students.

Accept means that the student received a passing grade for the training.
Reject means the student must perform another 30 working days of training once again in a different company.