

MUĞLA SITKI KOÇMAN UNIVERSITY

Faculty of Engineering

Department of Civil Engineering

Code of Summer Practice

Students of Civil Engineering Department are required to fulfill their practices such as “Basic Profession Practice” and “Field of Expertise Practice” in order to complete their bachelor degree during their life of education. Following objectives are expected to be gained throughout summer practice period.

With Basic Profession Practice

Before construction;

- a) Completion of paper works in related institutes,
- b) The stages of designing and planning a project,
- c) Calculations of cost and quantity survey,
- d) Bidding processes

During construction;

- a) Mobilizing of construction site, work plan and work processes,
- b) Stages of construction, control and revision of project,
- c) Applications of work safety, environmental protection

After Construction;

- a) Completion of project and delivery processes,
- b) Paper works in related institutes,
- c) Legal status and responsibilities

are expected to be comprehended, gaining general knowledge and experience about these processes and documenting these gains as much as possible are expected.

With Field of Expertise Practice

In the field of expertise, forming general maturity of idea about the following main things which are needed and executed such as

- Bureaucratic processes,
- De facto preparations,
- Stages of planning a project,
- Construction operations,
- and other important works,

gaining experience about general stages of construction and planning a project, connecting the sector and the student in related field of expertise are expected.

Code of Practice

1. Period of practice is between the opening and ending dates of related academic year. However the opportunity of performing the practice in related semester is going to be given to the students who have only one course and practice left for graduation.
2. It is essential to keep performing the practice during the related practice period as a whole and until achieving specified objectives. Practice can't be divided and practice time can't be less than 30 work days.
3. Practice time is evaluated with respect to insured days.
4. Practices should be performed in competent organizations or institutions that have enough work power, equipment and experience in their fields. This competency is checked by practice committee and training advisor at a pinch.
5. "Basic Profession Practice" and "Field of Expertise Practice" should be performed in different organizations/institutions. However, "Basic Profession Practice" and "Field of Expertise Practice" can be performed in same organization/institution with the approval of summer practice committee, providing that summer practice is performed in different field of activity or type of construction.
6. In applications of abroad practices; a document, that is prepared by related organization or institution and that shows the acceptance of student to the practice, must be submitted to the practice committee.
7. The practice committee has meetings three times in a year for evaluating practice applications and results in accordance with [Practice Calendar](#). In addition to that practice committee can decide to practice submitting and evaluation by meeting on the 1st week of September due to application via petition in extraordinary situations.
8. Students, who will perform their practices, must present [Approval of Company](#) and [Medical Care Statement](#) forms in accordance with practice calendar.
9. Students can start their practices in related organization or institutions after practice committee evaluates these forms and approve them.
10. The students have to submit their [Practice books](#) and [Institution/Company Evaluation Form](#) (in a sealed envelope), which is to be filled by authorized person in practice

company/organization, to practice committee in accordance with practice calendar after practice. In abroad practices, insurance policy which indicates work days, must also be submitted as well.

11. Appointments for oral presentations are given to students, who present all required documents on time.

12. Practices not submitted on time will be evaluated in the next practice period.

13. Practices are evaluated with respect to summary report, oral presentation and practice book that show how the student achieves the specified objectives.

***Practice Calendar**

DOCUMENTS

1. **Practice Application Form (Company)**
2. **Approval of Company**
3. **Medical Care Statement**
4. **Institution/Company Evaluation Form**
5. **Practice book**
6. **Insurance Form**