

T.R.
MUĞLA UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF GEOLOGICAL ENGINEERING

GUIDELINES FOR SUMMER PRACTICE (GEOE 3000, GEOE 4000) REPORTS

The summer practice report should consist of the following parts:

1. THE TITLE PAGE (1 page)

Give a suitable title to your report, such as "Summer Practice Report on the". Indicate the course code (GEOE 3000/ GEOE 4000); your Name, Surname, Student No, and Date of Completion of Report (month, year), Dates of Summer Practice.

2. TABLE OF CONTENTS (1-2 pages)

Include a table of contents giving the name of each part/chapter and its page number.

3. INTRODUCTION (2-5 pages)

Give a brief outline of the type of work you have done, and the project that you were engaged in during your summer practice.

3. PREFACE (1-2 pages)

Provide the following information about the organization where you performed your summer practice:

- Name and contact address
- Location
- Brief history
- Present structure and organizational scheme
- Number of engineers employed, include their duties
- Main sphere of activity.
- As a matter of courtesy acknowledge any help received from any person(s) or organization(s) during the course of your work in the end of preface.

4. MAIN TEXT SECTIONS (CHAPTERS) (15-30 pages)

This is the part in which you should explain your work in detail. In these part (sections) of the report explain what you have done, what you have observed, and what you have learned during your summer practice.

The main text may be divided into sections (chapters) as follows depending on the work done during summer practice:

- Geology of the Study Area
- Field Studies
- Geological Mapping
- Geotechnical Investigation
- Hydrogeological Investigation
- Mineral Exploration
- Mining Works

- Drilling Works
- Geophysical Investigation
- Laboratory Experiments

If you want to give book or paper information in the text, cite properly (as learned in the Geowriting course) so that the reader can find more information about the subject. All figures, tables and appendices should be referred to in the text of the report.

6. CONCLUSIONS (1-3 pages)

This should summarize the outcome of your work during your summer practice and may include recommendations. Summarize what you did and what you learnt in the summer practice and discuss the benefits? Avoid using jargons and standard sentences, such as “the summer practice is very useful” etc. Instead, write your own ideas.

7. APPENDICES (1-5 pages)

Avoid appendices as much as possible and try to include everything within the text body. If necessary you may give some information or data collected during summer practice as appendices.

8. NOTATION (1-2 pages)

All abbreviations and symbols must be defined where they first appear in the text and these definitions should be listed separately for, **abbreviations** and **Symbols** (in alphabetical order). List roman characters first, and then *Greek symbols next*.

9. REFERENCES (1-2 pages)

The quoting and listing references should be standardized as follows:

- **In the text**, give the author's (or authors') surname(s) (adding "et al." after the first surname, if there are more than two authors), and the year of publication as, e.g. "Smith (1972) has solved the problem," or "... results in higher strength (Marsland et al.. 1988)."
- If you have not seen a particular reference (e.g. Casagrande. 1936), yourself. state, e.g., "...proposed by Casagrande (1936) (quoted by Bishop. 1971)." and **do not include** Casagrande (1936) in your list of references.
- **List the references**, arranged in alphabetical order of authors' surnames (and in chronological order of the works by the same author, follow these examples quoted from a conference, a periodical, and a book:
 - Kristianovic, S.A. & Zheltov, Y.P. (1955). Formation of vertical fractures by means of highly viscous liquid. *Proc. 4th World Petrol Cong.. Rome. 2*, 579-586.
 - Skempton, A. W .(1954). The pore pressure coefficients A and B. *Geotechnique 4*, No.4, 143-147.
 - Terzaghi, K. .(1943). *Theoretical soil mechanics*. pp. 8- 24, New York: Wiley.