**\*\*\* INTERNSHIP SUBMISSION\*\*\***

**WRITING AND SUBMISSION OF INTERNSHIP REPORTS**

1. The signature of the Department Internship Supervisor, Dr. Elif GÜLER, is not required on the “Internship Evaluation Form.”
2. Internship reports must be sent via email to 'stajins@maltepe.edu.tr' in both Word format and as a PDF file, scanned after the company STAMP and SIGNATURES are completed on both the internship book and the internship evaluation form. Additionally, **the internship books must be delivered by hand to the Research Assistants of the Civil Engineering Department.** The file name should be written as follows:

CE299 Report(Full Name and Student ID Number)

Example: CE399\_Report\_Mehmet Nedim YAVUZ 12080001

1. Internship reports and evaluation forms should be prepared according to the format and instructions on our **WEB PAGE** and submitted between October 14, 2024, and October 25, 2024.
2. After the internship submission, your results will be announced on our department website with three possible outcomes: “Successful,” “Revision,” or “Unsuccessful.” For those receiving “Revision,” the reason (insufficient content, format, etc.) will be stated and an additional correction period will be granted. If corrections are not made or are deemed insufficient within this period, the grade will be changed to “Unsuccessful.”
3. Since all information regarding the process has been clearly stated in this document and on the specified website, students are expected to carefully read and complete the procedures without missing any steps. Questions that have already been answered in this document should not be asked again.