

Checklist for Ceng 300/400 Courses:

- ✓ Your summer practice booklet must be approved by the department before the summer practice.
- ✓ Turkish citizens must fill the necessary insurance forms.
- ✓ If you are registered to the summer school, the summer practice period must not conflict with classes.
- ✓ You need to complete minimum 30 workdays in the company approved.
- ✓ The company must fill, approve and send the summer practice performance report page in the booklet to the department.
- ✓ You need to write a Summer Practice Report according to the instructions given in the department's webpage.
- ✓ The company must approve your summer practice report.
- ✓ You should register to the course CENG 300/400 in the following semester (section number is your advisor's code).
- ✓ Summer Practice Reports should be submitted to Student Secretary in A104 until the end of the add/drop period of registered semester.
- ✓ Submit the softcopy of your summer practice report to cow for turnitin check.