

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 a credit course in the summer school, the summer practice period must not conflict with classes. But you can divide the summer practice period into two (before and after the summer school).
- ✓ You need to complete minimum 20 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 A106 until the end of the add/drop period of registered semester.
- ✓ Submit the softcopy of your summer practice report to ODTUClass for turnitin check. Similarity should not exceed %30.