ECTS COURSE INFORMATION FORM

Faculty	**Faculty of Engineering**	
Program	**B.Sc. in Civil Engineering**	**Required**

Course Code	CE 300			
Course Title in English	Civil Engineering Practice I			
Course Title in Turkish	İnşaat Mühendisliği Stajı I			
Language of Instruction	NA			
Type of Course	Internship / Fieldwork / Practice in a company appropriate for civil engineering students as described in the Civil Engineering Internship Regulations			
Level of Course	Undergraduate			
Course Category (by % of Content)	Basic Science	Basic Engineering	Engineering Design	General Education
	-	80	-	20
Semester Offered	Fall and Spring			
Contact Hours per Week	Lecture: -	Recitation: -	Lab:-	Other:-
Estimated Student Workload	50 hours per semester with required at least 20 workdays of internship			
Number of Credits	2 ECTS			
Grading Mode	Standard Letter Grade			
Pre-requisites	Minimum three semesters of engineering education			
Expected Prior Knowledge	Basic engineering knowledge is expected.			
Co-requisites	None			
Registration Restrictions	Only Undergraduate Students			
Overall Educational Objective	To practice at a construction site and learn the basics of application of a construction project at the site; to experience, to support and appraise the theoretical engineering knowledge gained during the lectures.			
Course Description	This internship provides a comprehensive introduction to some fundamental aspects of type of works civil engineers do, a recognition to a construction project site, and links theoretical knowledge with the practice.			
Course Description in Turkish	Bu staj; öğrencilerin inşaat mühendislerinin ilgili sektörde ne tür işler yaptığına dair fikir edinmelerini, proje sahasının yerinde görülmesini ve öğretim hayatında alınan teorik bilgilerin uygulamasını şantiyede tecrübe etmeyi sağlar.			
Course Learning Outcomes and Competencies	Upon successful completion of the course, the learner is expected to: 1. describe a civil engineering activity, its performance indicators and point out problematic issues based on an analysis of related data/information; 2. organize and deliver effective written, virtual, and graphical communication in a self-contained report; 3. explain professional and ethical responsibilities of engineers and impacts of civil engineering solutions/activities in a global, economic, environmental, and societal context; 4. describe, explain and evaluate composition, organization, and performance of a team; 5. identify and explain additional knowledge, skills, and attitudes that would be appropriate for professional practice.			

Relationship of the Course with the Student Outcomes	Level	Learning Outcome(s)	Assessed by
Student Outcomes	N=None S=Supportive H=High		Exam, Project, HW, Experiment, Presentation, etc.
(1) an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics	S	1	Internship Report
(2) an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors			
(3) an ability to communicate effectively with a range of audiences	H	2	Internship Report
(4) an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts	H	3	Internship Report
(5) an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives	S	4	Internship Report
(6) an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions			
(7) an ability to acquire and apply new knowledge as needed, using appropriate learning strategies	S	5	Internship Report

Prepared by and Date	Asst. Prof. Gökçe TÖNÜK / April 2020	
Semester	Fall 2020 - 2021	
Name of Instructor	Asst. Prof. Gökçe TÖNÜK	
Course Contents	Week	Topic
	1.	Students write their report
	2.	Students write their report
	3.	Draft Submission
	4.	Draft Evaluation
	5.	Draft Evaluation
	6.	Draft Evaluation
	7.	Draft Evaluation
	8.	Students receive feedback on report – pass / resubmit
	9.	Students re-write their report
	10.	Students re-write their report
	11.	Resubmission due
	12.	Evaluation
	13.	Evaluation
	14.	Evaluation
	15.	Final Exam/Project/Presentation Period - Evaluation
	16.	Final Exam/Project/Presentation Period - Letter grade assessment
Required/Recommended Readings	MEF University, Engineering Faculty and Civil Engineering Program Internship Regulations	
Teaching Methods	-	
Homework and Projects	-	
Laboratory Work	-	
Computer Use	MS Office or Equivalent Programs are required for report writing	

Other Activities	Fieldwork
Assessment Methods	Summer Practice Report 100 %
Course Administration	**Instructor's office and phone number**: 5th Floor 395-3653 **office hours:** to be announced **email address:** gokce.tonuk@mef.edu.tr **Internship Regulations:** Engineering Faculty and Civil Engineering Program Internship Regulations. Available on the Blackboard and MEF University website **Internship Report Rules:** Report should be written in English in the format required by the Faculty of Engineering. Report template available on the Blackboard. **Company Evaluation:** Student is responsible to bring company evaluation survey. It should be filled out and sealed by the responsible person in the company; and delivered to MEF University in the closed envelope. **Academic integrity:** All students of MEF University are expected to be honest and comply with academic integrity. Students are expected to do their own work and neither give nor receive unauthorized assistance. Disciplinary action will be taken in case of suspicion.

ECTS Student Workload Estimation

Activity	No/Weeks	Hours			Calculation	Explanation
	No/Weeks per Semester (A)	Preparing for the Activity (B)	Spent in the Activity Itself (C)	Completing the Activity Requirements (D)		
Lecture/Flipped Classroom					0	A*(B+C+D)
Quizzes					0	A*(B+C+D)
Midterm(s)					0	A*(B+C+D)
Summer Practice Report	2	25	180		50	A*(B+C+D)
Final Examination					0	A*(B+C+D)
Total Workload					50	
Total Workload/25					2	
ECTS					**2**	