

**MUĞLA SITKI KOÇMAN UNIVERSITY**  
**FACULTY OF ENGINEERING**  
**DEPARTMENT OF MINING ENGINEERING**  
**SUMMER PRACTICE REPORT GUIDE**

**Summer practice report should be submitted in the following format. Sections and subheadings are not limited:**

- COVER PAGE  
TABLE OF CONTENTS  
ACKNOWLEDGEMENT  
1. INTRODUCTORY INFORMATION ABOUT COMPANY  
2. DESCRIPTION OF ORE OR COMMODITY PRODUCED.  
3. ORE RESERVE CHARACTERIZATION (GEOLOGY, MINERALOGY, ETC.)  
4. DETAILS OF PRODUCTION METHODS AND OPERATIONS  
5. EQUIPMENT AND MACHINERIES EMPLOYED  
6. AUXILIARY OPERATIONS AND FACILITIES  
7. CONCLUIONS AND RECOMMENDATIONS

**Text Format:**

- **Text body:** 1.5 line spacing, 12 pt Times New Roman, justified.
- **Heading:** 14 pt, Bold, Times New Roman, Capital Letter.
- **Subheading:** 12 pt, Bold, Times New Roman.
- Headings and subheadings are to be numbered.
- Pages shall be numbered (at the bottom of the page, in centered format).
- Report shall be submitted with spiral binding (spiral ciltleme).
- Report should further be supplemented by relevant figures, illustrations, images, etc.

e.g:

- 1. INTRODUCTION**  
**2. ORE CHARACTERIZATION**  
2.1. Ore Geology  
2.2. Mineralogical and Petrographic Properties  
**3. MINING METHODS**  
3.1. Mining Operations  
etc.