Your application form Submit the application Make sure about the Fill in the Summer will be signed by Summer form to the company/ **Practice Application** company/institution Practice Coordinator and institution where you will Form and and send to where you want to conduct your summer Teaching Assistants via be conducting your then will be sent back to practice e-mail. you by e-mail. summer practice. Make sure that the Fill out the **Student** Yes Are you under company/institution **Information Survey** the health send a letter to the for Summer Practice insurance of your Coordinator about your on the webpage family/parents? acceptance Remind the company/ Submit your report at Click "Var/Yes" for Click "Yok/No" for institution to mail the Register for ENVE 300 the beginning (Monday) evaluated Booklet to or ENVE 400 in the health insurance health insurance of the 3rd week of the coverage in the survey coverage in the survey the Department following Fall Semester Fall Semester securely. Fill out the Form B, Form A: ailesi\_uzerinden\_saglik\_hizmeti alanlar Fill out the Form A. Hand in the signed Form B: ailesi uzerinden saglik hizmeti almayanlar sign it and upload it to Evaluation Booklet to sign it and upload it to the company/ the "google drive the "google drive In order to get the forms, go to the department's webpage folder" that will be institution when you (http://www.enve.metu.edu.tr), click "Summer Practice", and folder" that will be start your practice. assigned to you. then, click "Steps to Follow". assigned to you. Your summer practice will be valid only for two semesters. If you do not submit your report in the Download the Summer following two semesters after your summer practice then Fill-in the 1st, 3rd and **Practice Evaluation** you have to conduct another summer practice. 5th pages of 'Summer **Booklet** from the web **Practice Evaluation** page. Attach 2 of your Booklet' and upload all pics to the 3<sup>rd</sup> and 5<sup>th</sup> pages of the document pages. to the assigned drive folder.