

**EPOKA UNIVERSITY
FACULTY OF ARCHITECTURE AND ENGINEERING
PRINCIPLES FOR ENGINEERING PRACTICE**

- 1. Students of Engineering Departments, Epoka University, in order to qualify for B.S (Engineering) degree, are required to complete a minimum of 30 workdays industrial Engineering practice in addition to their regular courses and laboratory work**
- 2. The year for practice, its duration, subject to be covered, time to be spent on each topic selected for the summer practice are specified by the department concerned**
- 3. Each department has an “Engineering Practice Advisory Committee” including at least one member of teaching staff. Members of the committee are selected by the department chairman. This committee administers the department’s summer practice affairs reporting to the department chairman.**
- 4. The Faculty of Engineering has a “Faculty Engineering Practice Board” that meets when necessary. This board is composed of an advisor from all departments that have such a committee. They meet under chairmanship of the Dean or one of his assistants and ensure that the engineering practice producers are performed according to methods common to the departments.**
- 5. Each student is responsible for finding a working place for himself that is acceptable to his department, and for completing his engineering work in a satisfactory manner. The engineering practice vacancies of department, on the other hand, are distributed to the prospective students by the departments engineering practice advisors giving priorities in order of graduation status academic achievement, and the use of the previous engineering practice assignments, or by drawing lots.**
- 6. Students who find their own working places must submit to the departmental committee, before starting, satisfactory information about their work place, and should obtain their approval. For places for which approval has not been obtained, responsibility rests with the students.**
- 7. All the students can do their practice inside or outside Albania everywhere they want.**
- 8. Each student to start work should obtain an “Engineering Practice Journal”. In this journal there is general information about engineering work and necessary forms are given. The student records daily all the work he has performed during the work duration according to the department engineering practice program, and later passes all these records into the notebook in accordance with “Essentials of Engineering Practice Report”. The student submits the report to the committee during, registration period of semester, following engineering practice. This date may be delayed for sometime by the advisory committee. Those students who do not submit reports at the end of this period are considered not to have done their practice. In addition to this report departments may ask for documents covering, other information about their work. Reports of students who satisfactory complete their practice. Are returned to them.**

9. If a student has not written his reports to acceptable standards and if his practice was satisfactory, he is asked to improve the report within two weeks. Those students who do not hand in the required report within this period, or those whose reports are rejected, are required to repeat this Engineering practice.
10. Each student, at the start of the engineering practice is required to deliver to the employer the engineering training performance forms, marked "confidential" in the journal. At the end of the practice, one of these forms is sent directly to the department advisory committee by registered post. The student is responsible for ensuring this. The other copy is retained in the employer's files.
11. The student who gets an (F) average on his performance report, or who has (F) for the attendance status, is required to report the engineering practice.
12. The record of each student who satisfactorily completes his work is sent by the Department to the Registrar's Office where it is entered into his University record
13. The first summer practice is required to be a field practice and the second one to be a design office practice.
14. Students should apply to the department summer practice coordinators for questions and problems regarding the summer practice.
15. Students are recommended to consult the department summer practice coordinators before formally applying a company for summer practice. The department summer practice coordinators may contact the company if needed.
16. The students are obliged to identify the company in which they will perform the summer practice. An acceptance letter from the company should be submitted to the department within the specified deadline. The acceptance letter should clearly state the company's name, field of activity, and contact address and it has to be submitted before the beginning of the final exams.

ESSENTIALS OF ENGINEERING REPORT

1. The report should be in accordance with the requirements of the engineering practice program and engineering practice principles
2. The report must be in English and printed in ink, or typed. If typed, the typed pages must be attached to the blank pages of the journal and the total number of page should not be less than 25-30 pages.
3. The main headings are to be centered and written in block letters. The subtitles must be in small capitals and underscored. Drawings should conform to acceptable engineering standards
4. Each report should contain the following sections:
 - a. Table of contents with corresponding page numbers.
 - b. Descriptions of the organizations where the engineering training took place:
 - Name of Organization
 - Structure of the Organization
 - Location of the Organization
 - Number of technical persons employed
 - Number of engineers employed
 - Main sphere of activity
 - Brief history of the organization
 - First- cost analysis (labor, energy, depreciates, unit – cost, sale price, etc)
 - c. Introductions: In this section the following, should be presented.
Briefly: Purpose and scope of the engineering practice
 - d. Main Text of Report: In this section everything that has been done and observed in the organization should be explained in full detail, taking into consideration the program outlined by each department for the second and third year student. The data, tables and diagrams should be numbered and placed in the appendix.
 - e. Conclusion: In this section the student should assess the experience gained as a result of the engineering practice. Discussion of the technical operation of the organization and suggestions should also be included.
 - f. References (If any)
 - g. Appendix X: All the data, tables and drawing should be placed in this section.

COMPUTER ENGINEERING DEPARTMENT ENGINEERING PRACTICE PROGRAM

CEN 300 Summer Practice (5 ECTS)

Subject acceptable for engineering practice in CEN 300 are:

- Students must complete a 30 business-day (6 weeks) summer practice in a software company or in the IT department of any type of company. Students are expected to learn about a real business and work environment and get involved in many aspects of software development process. Observations from industrial training must be documented and presented in the form of a clear and concise technical report.
- Students should be able to acquire practical knowledge and hands-on and recognize the hierarchical relationship in the companies beyond the academic knowledge and vision as part of the whole engineering education.

PRESENTATION OF THE SUMMER PRACTICE

1. Presentation dates will be announced after the reports are submitted.
2. Presentations should be prepared in power point.
3. Presentation should take 7-10 min
4. Students are expected to answer questions about their presentations or reports at the end of their presentation.
5. The presentations and reports will be evaluated by at least two of department lectures and then the students will be graded as successful or unsuccessful.
6. In order to make the presentation the students have to submit their reports before the beginning of fall midterm exams.