2024 SUMMER TERM SOFTWARE ENGINEERING INTERNSHIP MEETING

Summer Internship

A. Before the summer internship (Deadline: 5 May 2024)
  1. The company and date interval of your internship must be determined.
  2. Internship **obligation document** is obtained from the secretary (ayilmaz@cankaya.edu.tr) and submitted to the company.
  3. After you are accepted for the internship, the documents below must be prepared and uploaded to the form in the address below until May 5th:

     SENG200: https://docs.google.com/forms/d/e/1FAIpQLSflWjWce2O2v-OEqMDN6Fgo7RWSFQREH46u6PV8llzt72Kjxg/viewform?usp=sf_link

     SENG300: https://docs.google.com/forms/d/e/1FAIpQLSfqIzD-zONiIP-k7qZGM7UqmEyp_AyE0UO7tetgIiOegxEHMQ/viewform?usp=sf_link

     a) Internship Acceptance Document (Staj Kabul Belgesi) is obtained from the company. (Student name, internship date interval and company information must be included in the signed and sealed document.) (Click here)

     b) Insurance Entry Form (Sigorta Giriş Formu) must be filled. (Click here)

     c) Mandatory Internship Commitment (Zorunlu Staj Taahhütnamesi) must be filled (Click here)

     d) Certificate of Obligation (Müstehaklık Belgesi) is obtained from e-devlet. (Click here)
  4. Hardcopies of the documents are submitted to the internship coordinator.

B. Summer Internship

C. After the summer internship
  1. 2024-2025 Course registration (SENG200 or SENG300)
  2. Internship report submission (Deadline: Before add-drop)
  3. Internship evaluation process and grading of the internship course.

Summer Internship

- The earliest start date of the internship is before the last final exam (June 14th).

- Two internships are **not** allowed in one summer term.

- If the students will attend summer school, the internship can be done after summer school. However, internship dates must not coincide with summer school.

- Internship must be finished before the fall semester begins.

Summer Internship

- Summer internship must consist of at least 20 consecutive work days.

- Work done on public holidays, medical reports, Saturdays and Sundays is not counted as part of the internship period.

- Two summer internships can be done in the same company. However, the second internship must be in different departments of the company. If the manager is a relative, it is not appropriate to do an internship in this company.

Before the Summer Internship

- The company must be chosen by the students
- Active Intern companies prioritize students from our department.
- The company's work domain must be Software Engineering Applications or Software/Software Development/test/analysis.
- The internship supervisor must be an engineer.
- The internship supervisor must have experience in Computer/Software Engineering or work on Software Engineering Problems.

Summer Internship

Work:

- Rules of the company must be followed. The students are obligated to observe the company. They must also complete the tasks and projects they are given.

- Students must write their daily works in the internship journal found in the end of the **Internship Evaluation Form** and have it signed by the internship supervisor at the end of the internship.

Summer Internship

Visit:

- The student may receive calls from the department or visited in the workplace during the internship. If the student or the supervisor cannot be reached, the student receives Unsatisfactory grade.

Student's Evaluation by the Company:

- Student Evaluation Form must be filled by the supervisor and submitted to the Software Engineering Department in a closed, sealed envelope. The student can submit the document by hand or the company can send it to the department via mail.

After the Summer Internship

Writing the Report:

Students are obligated to write an internship report in the appropriate format.

Report Writing Rules:

It is divided into two categories:

-Format

-Content and organization

After the Summer Internship

Report Format:

The figures and tables used in the report must be numbered and referenced, if necessary. List of references must be in the References section after the Conclusion and before the Appendix.

Each citation used in the report must be referenced appropriately. Your report must be spell-checked. Pages must be numbered.

Do not include any Source Code in the report. If you need to add any, please add it to the Appendix section.

After the Summer Internship

Report Content and Organization

The report consists of: Title page, Contents, Abstract, Introduction, Company Information, Work Done, Conclusion, References, Appendix. This is the order of the organization.

Abstract: Give brief information on where and in which department you did the internship, which domains you worked on and what you have learned. (It should not exceed 150 words)

Introduction: Brief information about the company can be given in this section. You can write about the company's main work domains and why you have chosen this company. The subjects you worked on can be summarized in this section. The importance of your subject can be mentioned.

After the Summer Internship

Company Information:

Detailed information about the company is given in this section. The field of the company in which the student has worked at is stated. Company name, telephone number, email address and education information of the internship supervisor (degrees, graduation year, universities) are given. Names, education information and backgrounds of your internship group.

Work Done:

What you did during your internship is written in this section, depending on the subject you worked on. If you were involved in a project, information about the main project should be provided. The importance of the subject you worked on should be emphasized.

After the Summer Internship

Details of the Work Done may be given:
- Algorithms/Pseudo-codes used
- Hardware/Software environment
- Software tools
- Design/test methods learned, used
- Project management methods and processes
- Observed engineering standards
- Observed design, development and documentation processes
- Seminars attended during the internship
- Configuration or maintenance work observed or performed
- Your contributions to the project

After the Internship

Conclusion:

This is the section that summarizes your work. Things you have learned during the internship, your experiences, gains, contributions can be written here. A connection can be made between what you have learned at Çankaya University and your internship.

Important:

Do **NOT** copy-paste. Write the report using your own sentences. Turnitin program will be used for plagiarism.

After the Internship

Report Submission:

A digital copy of the report will be submitted to Webonline. The report will be returned to the student if the plagiarism detected is too high and asked to be revised. In addition, a printed and with spiral-binding hardcopy of the report will be submitted to the internship coordinator until the announced deadline (before add-drop).

Spiral Report Content:

Internship report, Student Questionnaire, Grading and Criteria Form

Documents to be Submitted

1. **Printed-Spiral-Binding Report Submission**
   - Internship Report Printed Hardcopy
   - Student Questionnaire (Self-Evaluation: filled by the student)
   - Internship Journal (work done each day must be included and signed by the supervisor)

2. **Internship Report Digital Copy** (Webonline)

3. **Internship Evaluation Form** (Filled by the company. Will be submitted via mail or by hand in a closed, sealed envelope.)

After the Summer Internship

Students must register to the SENG200/SENG300 courses in the Fall Semester of 2024-2025.

Department Internship Evaluation:

Evaluation is done by the department's academic staff based on the **Grading Criteria and Form**. Revision might be asked. If the report is found insufficient, it might be rejected.

Grading:

Internship grade is either S (Satisfactory) if successful or U (Unsatisfactory) if unsuccessful. Grades are announced in student portal.

Forms and Documents

You can access all forms and documents from the Internship section in the Software Engineering Department website.

https://seng.cankaya.edu.tr/software-engineering-internship/

Communication

You can send an email to the internship coordinator regarding your questions and documents.

Çankaya University

Software Engineering Department

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