



**ÇANKAYA UNIVERSITY**  
**SOFTWARE ENGINEERING**  
**INTERNSHIP PRESENTATION**

# Before the Summer Internship (Deadline: **10 Mayıs 2025**)

1. The company and date interval of your internship must be determined.
2. The **Internship Obligation Document** is obtained from the secretary ([ayilmaz@cankaya.edu.tr](mailto:ayilmaz@cankaya.edu.tr)) and submitted to the company.
3. After receiving an internship acceptance from a company, the following documents must be prepared.
  - **Internship Acceptance Document** is obtained from the company. (Student name, internship date interval and company information must be included in the signed and sealed document.) ([Click here](#) for the template)
  - **Insurance Entry Form** must be filled. ([Click here](#) for the template)
  - **Mandatory Internship Commitment** must be filled. ([Click here](#) for the template)
  - **Certificate of Obligation** (Müstehaklık Belgesi) is obtained from e-devlet. ([Click here](#) for the template)

After the documents are filled out, the originals must be hand-delivered to the internship coordinators by **May 10, 2025**. At the same time, digital copies must be uploaded to the relevant form in the links below.

**SENG200:** <https://docs.google.com/forms/d/e/1FAIpQLSdA0R31eTbm04V7sXjccnHhhnfwA76aFFdArSdcqO7pcZA5zA/viewform?usp=sharing>

**SENG300:** <https://docs.google.com/forms/d/e/1FAIpQLSc4Erv-Ay5p7LMJXj16Yg4Alg1AUdof8nitySbsEESrVnt-BQ/viewform?usp=sharing>

# After the Summer Internship

Things to do after the summer internship:

1. 2025-2026 Fall Semester Course Registration (SENG200 for the first internship, SEN300 for the second internship)
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 after the last final exam (June 15th).
- The 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 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

- 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.
- The company is chosen by the students.
- The company's work domain must be Software Engineering Applications / 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.

# 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.



# Internship Report Format

## **Report Content and Organization**

- Title Page
- Table of Contents
- Abstract
- Introduction
- Company Information
- Work Done
- Conclusion
- References
- Appendix

# Internship Report Format

## **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.

## **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.

# Internship Report Format

## **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.

- 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

# Staj Raporu Formatı

## **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.

# Internship Report Format

## Important:

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

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).

# Documents To Be Submitted After The Internship

- **Documents to be submitted after the internship.**
  1. **Printed-Spiral-Binding Report Content:**
    - **Printed Copy of the Internship Report** ([Click here](#) for the template)
    - **Self-Evaluation Questionnaire** (filled by the student) ([Click here](#) for the template)
    - **Grade Form** (Will be placed in the spiral empty. Only name-surname, internship course code and department will be filled by the student. The rest will be filled by the department.) ([Click here](#) for the template)
  2. **Internship Report Digital Copy** (<https://webonline.cankaya.edu.tr>) (The digital copy of the internship report will be uploaded to the Turnitin link that will open on the Webonline page of the registered SENG200 or SENG300 course.)
  3. **Internship Evaluation Form** (Filled by the company. Will be submitted via mail or by hand in a closed, sealed envelope.) The Internship Journal, which includes the work done each day and signed by the supervisor, should also be submitted in this envelope.

# After the Summer Internship

Students must register to the SENG200/SENG300 courses in the Fall Semester of 2025-2026.

## **Department Internship Evaluation:**

Evaluation is done by the department's academic staff based on the **Grading 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**

- Assistant Professor Talha KARADENİZ
- Research Assistant Naz DÜNDAR