



ESKİŞEHİR TEKNİK ÜNİVERSİTESİ
ESKİŞEHİR TECHNICAL UNIVERSITY

Faculty of Engineering

Department of Computer Engineering

Internship Guide

23/09/2024

1. SCOPE

This guide has been prepared in accordance with Eskişehir Technical University Faculty of Engineering Student Internship Directive, taking into account the requirements of the Department of Computer Engineering; the aforementioned Directive applies for the basic principles regarding internship.

2. DEFINITION

Internship is the practical work that Eskişehir Technical University, Faculty of Engineering, Department of Computer Engineering students will do outside the university environment in order to reinforce their professional education and skills with on-the-job work, in units, institutions and individuals who use the relevant disciplines as basic or secondary functions in their enterprises, producing goods or services.

3. PURPOSE

The aim of the internship is to enable students to learn the practices in workplaces related to the programs they study and to gain experience in addition to theoretical knowledge.

4. GENERAL PRINCIPLES

At least 40 (forty) working days of internship is required in the Department of Computer Engineering. Internships must be done in 2 (two) different institutions/organizations, each for 20 (twenty) working days. The internship can be started at the earliest after the fourth semester.

The institution / organization where the internship will be done must meet the conditions specified in the heading "7. Requirements for Public or Private Organizations to Provide Internship" of this guide.

Students must register for the internship courses (BIMSJ302 for the first internship and BIMSJ401 for the second internship) in order to be evaluated and credited for their internship. It is only necessary to register for the internship courses in the semester in which the internship report will be submitted and the internship will be evaluated. More than one internship course can be taken in a semester.

Students who are in graduation status and have only internship remaining must enroll in the Internship course during the semester in which they will submit their internship report. Students in this situation, when the internship evaluations are completed, if they apply with a petition, they can graduate without waiting for the end of the

semester with the decision of the Faculty Board of Directors by processing their internship grades into their transcripts.

The student who will request Internship Exemption is obliged to apply to the Department Internship Commission during the registration renewal week and ensure that the relevant course is loaded on it.

In addition to the compulsory internship, the student may also do optional internship, provided that it does not contradict the provisions of the contract signed between the University and the relevant institutions/organizations. Students cannot continue both compulsory internship and optional internship at the same time. If the Department Internship Commission deems it appropriate, the optional internship can be counted as a compulsory internship.

In case the student cannot complete the internship for any reason, the Internship Officer of the Institution / Organization must fill out the Internship Cancellation Form to be submitted to the Dean's Office.

Within the scope of Article-10 of the Project-Based Internship Directive, the student can do "Project-Based Internship (PTS)" in institutions/organizations cooperated by the Career Development and Student Support Unit. The internship period cannot be less than 45 (forty-five) days and more than 90 (ninety) days. In order for the "Project Based Internship" to be counted as one of the compulsory internships, the student must apply to the Department Internship Commission and obtain its approval.

The student can do "Erasmus Internship" within the scope of the Erasmus program. In order for the "Erasmus Internship" to be counted as one of the compulsory internships, the student must apply to the Department Internship Commission and obtain its approval.

A week is 5 working days. If documented by the workplace, Saturday is also considered a working day. Sunday cannot be counted as a working day.

Internship is mainly done during the periods when education is not actually carried out. However, students who can do at least three full working days of internship on weekdays are excluded from this rule and can start their internship in any month. These students must have their course program outputs approved by their advisors in that semester.

Internship cannot be done during the Add-Drop period.

The partial or full acceptance of the internship of the students who come to the Faculty of Engineering by horizontal / vertical transfer, during the period they are enrolled in the higher education institution they come from or in the double major program, with a maximum of 20 working days, is decided by the Board of Directors upon the recommendations of the Department Internship Commission and the Faculty Internship Commission. Within this scope, the student must make his/her internship

exemption application to the Head of the Department until the end of the 2nd week of the semester in which he/she first enrolled. The student must submit the following documents to the Department Internship Commission in his/her application:

- The student's transcript from the higher education institution from which the student graduated, including internship information,
- A document obtained from the organization where the student is doing internship, stating the dates of the internship, the number of working days and that the person responsible for the internship is an authorized engineer (engineers specified in Article 7).

Students who meet the conditions for internship and are registered with the SSI (or SGK in Turkish) in the relevant sector; If the student certifies that he / she has worked for the duration of the compulsory internship with the Compulsory Internship Exemption Petition and Institution / Organization Statement, he / she may be exempted from the internship by the decision of the Board of Directors upon the recommendation of the Department Internship Commission, provided that he / she submits the Internship Exemption Report stipulated by the Department Internship Commission regarding his / her work in the workplace. In this case, the appropriate internship courses must be taken. Students cannot be exempted from more than one internship due to their work in the same workplace.

The student cannot benefit from internship exemption in the institution/organization where he / she has previously completed an internship.

Similar procedures are applied for students doing internship abroad (taking into account special circumstances).

5. APPLICATION FOR INTERNSHIP AND SSI (SGK) PROCEDURES

As stated in the Internship Flow Chart, the internship student fills out the Student Internship Application and Acceptance Form at least two weeks before the internship start date and starts the application process by submitting 2 original copies to the Department Internship Commission. The public or private organization approved in the Student Internship Application and Acceptance Form must meet the conditions determined by the internship commission. Students who find their own internship place must have the suitability of the internship place approved by the internship commission before filling out the Student Internship Application and Acceptance Form.

The student can apply for internship as of the end of the IV. semester. Within the last 15 days before the internship start date, the student fills out the “Student Internship Application and Acceptance Form” (EK-2) in accordance with the “Internship Process Flow Chart” (EK-1) and submits it to the Department Internship Commission and

starts the application process. If the Department Internship Commission deems it appropriate, the Student Internship Application and Acceptance Form (EK-2) must be submitted to the Dean's Office within the last 7 days before the internship start date and the SSI (or SGK in Turkish) Employment Entry Declaration must be provided.

The student is obliged to follow the steps specified in the Faculty of Engineering Student Internship Directive during the application process and to comply with the provisions of the internship guide prepared by the department internship commission and approved by the Board of Directors. Internship applications will be made within the date range to be announced by the internship commission.

Pursuant to Article 5/b of the Social Security and General Health Insurance Law No. 5510, "Work Accident and Occupational Disease Insurance" is provided to students who are subjected to compulsory internship and insurance premiums are paid by the University in accordance with Article 87/e of the relevant law. Within this scope, the Compulsory Internship SSI (or SGK in Turkish) Application Form is given to the student. The student must submit the form to the relevant person at the Faculty of Engineering Dean's Office Student Affairs.

Students are directed to the Faculty of Engineering Dean's Office Student Affairs for all kinds of SSI (SGK)-related transactions.

6. PLACES TO DO INTERNSHIP

The responsibility of finding an internship place belongs entirely to the student, but the department announces the announcements such as internship quotas allocated for computer engineering students from institutions to the students.

Students can do internship in public or private sector enterprises in Turkey or abroad, which are deemed appropriate by the Internship Commission.

No student can do an internship in a company he/she finds on his/her own initiative without the approval of the Internship Commission.

Students are provided with the opportunity to do Project Based Internship (PTS) in companies cooperated by the Career Development and Student Support Unit. Students can apply to the Department Internship Commission in accordance with the PTS Directive, provided that the PTS they will do corresponds to one of their compulsory internships, provided that they comply with the department internship principles.

In addition, the student may do optional internship within the scope of the protocols signed between the University and the relevant institutions/organizations in order to improve his/her academic and professional competence/competence. In the optional internship, the SSI (or SGK in Turkish) of the student must be covered by the institution/organization or the student. Students can do these optional internships on the days/days when they are not enrolled in the course. The student cannot continue both the compulsory internship and the optional internship at the same time. If the

department internship commission deems it appropriate, the optional internship done by the student can be counted as a compulsory internship.

Students who want to do internships abroad can do their internships within the scope of LLP ERASMUS and similar programs, or they can do their internships in the enterprises they find as a result of their own initiatives. Students in this case are directed to the relevant unit in the department with the written approval of the Department Internship Commission.

Internships performed within the scope of LLP ERASMUS can be accepted as corresponding to one of the two internships determined by the Department Internship Commission, provided that they comply with the department internship principles.

After the students start their internship, they cannot change their internship place without the knowledge and approval of the internship commission.

In case of natural disasters such as strikes and lockouts, earthquakes, fires and floods, students may continue their internships in other enterprises with the knowledge and approval of the Internship Commission.

7. REQUIREMENTS FOR PUBLIC OR PRIVATE ORGANIZATIONS TO PROVIDE INTERNSHIP

- The organization to be interned should be various public and private organizations, banks, universities, computer hardware-software producing and marketing companies operating in the fields of administration, education, industry, trade and service of our country, having an IT Department.
- The organization must have at least one Computer Engineer, Software Engineer, Artificial Intelligence Engineer, Information Systems Engineer, Data Engineer, Electronics Engineer, Electronics and Communication Engineer, or Electrical and Electronics Engineer in charge of the interns.
- The institution/organization must be carrying out activities that allow the student to gain practical working skills, such as computer network, network security, system analysis, system programming, system design and database creation and management.
- The organization providing the internship must commit to employing the interns effectively.

8. WORK TO BE DONE DURING THE INTERNSHIP

- Obtaining information about the organization: Learning the organization's fields of activity, organizational structure and parts, duties of the organization.

Questioning what the expectations of the workplace are from a Computer Engineer during the internship. Examination of the hierarchy among the employees in the workplace,

- Monitoring, examining and learning the work carried out by the organization,
- Introducing the devices, information systems, network infrastructures, database structure, etc. used in the organization and examining the work in which they are used.

9. PREPARATION AND APPROVAL OF INTERNSHIP REPORT

The "Internship Report", which must be prepared by the internship students, must be organized in accordance with the following spelling rules. The report must be written in technical font, by hand or with a computer printer at a font size of 12 points. The title of each section will be written in capital letters. In subheadings, if any, each word will start with a capital letter. Various screen-shots, tables, etc. may be included during the presentation of the topics, if deemed necessary. Each Figure and Table will be numbered in the text. The page number will be written at the bottom center of each page except the cover page. The internship report will consist of the following sections:

- **Internship report cover page** (outer cover)
- **Table of Contents page:** In the places given weekly in the internship report, the type of work carried out each day will be written and the detailed descriptions of these works will be indicated on which pages.
- **Introduction** In this section, brief information about the subject of the internship, the name of the workplace and its activities will be given. The number of engineers and technical staff working in the workplace and their duties will be briefly examined.
- **Work done during the internship:** In this section, the work done in the jobs specified in the internship directive will be written in detail.
- **Conclusion section:** At the end of the internship reports, the knowledge and skills acquired in the internship and the work done will be summarized and opinions and thoughts will be written.

The Internship Evaluation Form and Student Internship Attendance Sheet must be submitted in a sealed and approved envelope together with the internship report. Otherwise, the reports will not be evaluated and the student's internship will be considered unsuccessful. Each page of the internship reports must be approved by an authorized engineer (Computer, Electrical-Electronics engineer). On the inside cover page of the internship reports, the title of the person approving the report (Computer, Electrical-Electronics engineer) must be indicated and the company stamp must be present. The internship report must be unique. Students doing internship in the same place must prepare different notebooks. If there are any erasures, scratches or corrections on the signature, seal and dates on the internship report, the internship will not be accepted.

10. SUBMISSION AND EVALUATION OF INTERNSHIP REPORTS

Internship Report, Internship Attendance Chart and Internship Evaluation Form (signed/stamped/sealed and in a sealed envelope) must be submitted to the Department

Internship Commission between the dates announced on the department web page starting from the beginning of the fall semester.

The evaluation of the internship is evaluated through the internship report and oral presentation when necessary. This evaluation is graded taking into account the following points:

- To evaluate the scope of the internship work done,
- The adequacy of technical information about the organization / company where the internship is carried out and the adequacy of the introduction of the internship place,
- The appropriateness of the way the studies and observations are transferred to the internship report,
- Evaluation of the internship report regarding the proper completion of the internship report,
- Whether the statements made in the internship report are written as a result of observations,
- The adequacy of the visuals used in the narratives in the internship report and the adequacy of the figures and tables given,
- The adequacy of the documents given in the internship report about the studies and observations made,
- The internship report is based on the evaluation of the internship place and the work done according to the projects, local government rules.

As a result of the evaluation made in the internship report, a presentation may be requested if necessary. Unsuccessful internships are rejected. An "internship report success evaluation" is created for each student by taking into account the evaluation criteria given in the internship evaluation form filled out by the internship institution. The internships of the students whose internship evaluation form success evaluation is insufficient are accepted as "Unsuccessful".

The course grade of the student whose internship evaluation is completed is entered/recorded as Pass (with YT grade) or Fail (with YZ grade) in the student information system by the responsible instructors.

11. ADVICE FOR INTERNSHIP STUDENTS

- It is deemed appropriate for the student to complete the internship, which is compulsory to be done for 40 working days, 20 working days from the first 4th semester and the rest in other semesters.
- Since it is compulsory for the student to do internship in at least two different places, students who want to benefit from the exemption are recommended to do an internship in a different place before the exemption. Otherwise, the student will have to leave the institution/organization where he/she is registered with the SSI (or SGK in Turkish) and complete his/her compulsory internship in another institution/organization.

- They should not forget that they represent Eskisehir Technical University at their internship place. A negative opinion will be associated with the school where they will receive a diploma in the future.
- The most effective way of learning is to ask questions. Therefore, they should constantly ask questions and find answers to them.
- Before doing their internship, it is of great benefit for them to acquire books and related standards related to the subject they will do their internship. Frequent reference to these resources before and during the internship will positively affect their engineering life.
- Since 80% of the information learned is likely to be forgotten within the first hour, it will be extremely useful to keep a report every day during the internship and to note the results of observations and drafts.