

General Remarks

You are required to complete two 4 week-long summer practices before graduation. The first is to be completed after the second year and the second after the third year.

You need to satisfy the following conditions for the validity of your summer practice.

- Summer practice must be done at an institution hiring at least one full-time professional electrical-electronics engineer. This does not include the consultants, part-time engineers, graduate students, part-time professors etc. The evaluation form of the summer trainee must be filled up by the professional engineer. *Although the general concept of summer practice complies with the concept of "Industrial Summer Practice", if the following conditions are met you are allowed to undertake a summer "research internship":*
 1. *The research internship must be under the supervision of an academician in a country other than Turkey*
 2. *It must last at least 6 weeks*
 3. *The practicing student must have a CGPA of at least 3:00*
 4. *An official letter of project plan must be obtained from the academic research internship supervisor which will then have to approved by one of the summer practice coordinators of the department.*
- Every evaluator (full time professional engineer) is normally expected to sign the form of at most a single (Bilkent) summer trainee.
- Under special circumstances, this rule can be modified with the approval of the department.
- Summer practice cannot be done while attending the summer school concurrently. Summer practice is supposed to be a full-time occupation.
- The department must be contacted beforehand if there is any doubt about the validity of the summer practice institution.

An evaluation form will be mailed to your supervisor at the company of practice. This form is going to be filled out and mailed to the University directly by the supervisor. If the form is not received by the University or, your supervisor finds your practice unsatisfactory, you will be requested to repeat the practice.

After each summer practice you have to submit a report. The deadline for submitting the report is the third Friday of the fall semester.

The reports will be evaluated by a faculty member on a satisfactory/unsatisfactory basis. If your report is found to be unsatisfactory, it will be returned to you for revision and/or rewriting. If your revised report is still unsatisfactory you will be requested to repeat the summer practice.

The company of practice should be approved by the Department or the Faculty. If you are proposing a company, make sure that at least one electrical-electronics engineer is employed at the company/department you will spend most of your time.

Instructions

The report must be written according to the rules covered in courses such as ENG-102. It is strongly recommended that you consult appropriate references on report writing. The report should be written in good English with your own words. Plagiarism must be avoided by all means. The report must be typed by a typewriter or by a wordprocessor, and must be bound. You can get help on writing and grammar from BILWRITE (www.bilkent.edu.tr/~bilwrite).

The report must consist of the following sections:

- Cover Page
- Table of Contents
- Introduction
- Products and Production Systems (at most a couple of pages)
(The products produced by the company and the processes of production are briefly explained in this section. Product may be hardware and software products and also they may be services such as repair, maintenance, consultancy, sales support, research and development, etc).
- Work Done
- Conclusions

Cover Page

The cover page is formatted as follows:

Name of the Student: _____

Name of the Company: _____

Address of the Company: _____

Dates of Summer Practice: _____

Work Done

Clearly indicate the goal, the method and the result of your project. If you were involved in more than one project, then itemize all projects.

Your summer practice report will be evaluated on the basis of proper English, originality of content, quality of presentation, and technical content.

While writing your summer practice reports, you should follow the rules of ethical writing. You can find an extensive guide on ethical writing [here](#).

IMPORTANT ADVICE

We strongly recommend that, when you start your summer practice, you make sure that the person supervising your summer practice will devote his/her time to your activities and assign you some engineering duties (of your level). It is not sufficient that you just learn what is being done and make observations. You must in fact be involved in doing some work (programming, measurement, design, repair, etc). This work will be the basis of what you report in the WORK DONE section of your report. It is also advisable that you contact your summer practice institution beforehand and inform them of the above requirement of Bilkent department of EEE. If you think that the institution that you are engaged in is not responding to your demand of assigning some engineering duties than you should quit as early as possible. Otherwise you risk the rejection of your summer practice report.