

SUMMER INTERNSHIP in EEE

DEPARTMENT-SPECIFIC INFORMATION

Students of EEE Department are first advised to refer to the main summer internship webpage of the Faculty of Engineering at http://mf.bilkent.edu.tr/?page_id=844, where information (including detailed documents and presentations) is provided regarding the general guidelines and procedures for Summer Internship. All departments are following these general guidelines and administrative processes, so please refer the information on this webpage first. Below, you will find further department-specific guidelines.

As EEE students, you are required to complete two 4 week-long (20 working days) summer internships before graduation. The first (EEE 299 Summer Training I) is to be completed after the second year and the second (EEE 399 Summer Training II) after the third year. The first internship is to be done during the summer of the second year and the second internship is to be done during the summer of the third year. The two summer internships must be undertaken in different companies unless at different departments of a large company.

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

- Summer internship 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. **It is mandatory that your supervisor is a professional electrical/electronics engineer. The evaluation form of the summer trainee must be filled up and signed by the professional engineer.**
- Summer internship cannot be done while attending the summer school concurrently. Summer internship is supposed to be a full-time occupation.
- The company of internship should be approved by the Department or the Faculty Engineering. The department must be contacted beforehand if there is any doubt about the validity of the summer internship institution. (Please refer to **Approved Companies** section below for more details.)

After each summer internship you have to submit a report. The deadline for submitting the report is the fifth 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 found to be unsatisfactory you will be requested to repeat the summer internship.

Approved Companies

The company of internship should be approved by the Department or the Faculty of Engineering. 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. First check if the company where you want to do summer internship is already in the mfstaj system (<http://mfstaj.bilkent.edu.tr/>), the web-based database system maintained by the Faculty of Engineering, and **approved for EEE Department**. You can find more details regarding this system in the Faculty of Engineering's Summer Training webpage.

If the company is not listed or not approved for the EEE Department in mfstaj, you need to first contact EEE Department's Summer Training Coordinators with detailed explanation of the company, whether any electrical/electronics engineers are employed, what they do and what kind of work you are supposed to do related to EEE. **Upon getting pre-approval from the coordinators**, you need to enter that company with the required information to the *mfstaj* system (students are already authorized to do this) and inform one of the coordinators that you have done so. The EEE Coordinators will then examine the company on *mfstaj* and will officially approve the company if the information has been properly entered. **Do not enter the new company to the mfstaj system before receiving pre-approval from the EEE Coordinators.**

Instructions for Summer Internship Report

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. Copyright issues need to be considered when using outside material. Proper referencing is needed.** 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 (This section is the core of your report and must clearly and comprehensively present what you actually did during the summer internship)
- 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 internship report will be evaluated on the basis of proper English, originality of content, quality of presentation, and technical content.

While writing your summer internship reports, you should follow the rules of ethical writing. You can find an extensive guide on ethical writing at <https://ori.hhs.gov/content/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing>

IMPORTANT ADVICE

We strongly recommend that, when you start your summer internship, you make sure that the person supervising your summer internship 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 related to EEE (firmware programming, signal processing, measurement, design, repair, etc). Pure programming (CS-type) is not accepted as EE internship. 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 internship institution beforehand and inform them of the above requirement of Bilkent EEE Department. If you think that the institution that you are engaged in is not responding to your demand of assigning some engineering duties, then you should quit as early as possible. Otherwise, you risk the rejection of your summer internship report.

Some recommendations:

- Summer Internship may be an important milestone for deciding on your carrier plans (field, sector, industry vs. academia, etc.)
- Second year summer internships is especially suitable for Bilkent students because in the second year you take Digital Design, Microprocessors, Analog Electronics, and Circuit Theory course, some of which are offered in the third year in other universities.
- Doing internships in one large company and one in a smaller company is recommended to gain experience about the diverse structures and aspects of industrial companies.
- Also, doing two internships in different sectors is also recommended for students to observe different career alternatives.