

EEE 299 / EEE 399 Summer Internship FAQ

Department of Electrical and Electronics Engineering | Bilkent University

BEFORE SENDING A QUESTION

Read the Faculty instructions first: [Faculty of Engineering Summer Training](#)

For STS access: [Summer Training System \(STS\)](#)

For EEE requirements and the report template: [EEE Summer Practice page](#)

Questions about STS procedures, current-year dates, acceptance letters, insurance, forms, or other Faculty-level administrative matters must be sent to mfstaj@bilkent.edu.tr. These questions will not be handled by the EEE Summer Internship Coordinators.

The EEE Summer Internship Coordinators should be contacted only for EEE-specific requirements, department-level approvals, EEE 299/399 course matters, and the Summer Internship Report.

A. Where should I look, and whom should I contact?

1. Where are the general Summer Internship procedures?

The Faculty of Engineering Summer Training webpage contains the general administrative procedures and current-year information. EEE students should read that page first. The EEE documents provide the additional department-specific requirements.

[Faculty of Engineering Summer Training webpage](#)

2. What is STS?

STS is the Summer Training System used for the Faculty-level summer internship process, including company information and the internship application workflow. Detailed instructions for STS use should be taken from the current Faculty of Engineering Summer Training webpage.

[Open STS](#)

3. Which questions should I send to the Dean's Office?

Questions regarding STS procedures, internship starting/ending dates, acceptance letters, insurance, forms, current-year administrative details, and other Faculty-level paperwork should be sent to mfstaj@bilkent.edu.tr. Please use this address rather than sending administrative questions to individual faculty members or to the EEE Summer Internship Coordinators.

4. Which questions belong to the EEE Department?

Contact the EEE Summer Internship Coordinators for EEE-specific requirements, department-level company/suitability approval when required, questions about whether the planned work satisfies the EEE internship requirements, exceptional cases requiring Department approval, EEE 299/399 course matters, and the Summer Internship Report.

B. Internship and company requirements

5. How many mandatory internships do EEE students have to complete?

EEE students are required to complete two 4 week-long (20 working days) summer internships before graduation. EEE 299 Summer Training I is to be completed after the second year and EEE 399 Summer Training II after the third year.

6. Can I do both internships at the same company?

The two summer internships must be undertaken in different companies unless they are performed at different departments of a large company.

7. What are the EEE requirements for the company and supervisor?

The summer internship must be done at an institution hiring at least one full-time professional electrical/electronics engineer. It is mandatory that your supervisor is a full-time professional engineer, and the evaluation form must be filled out and signed by that professional engineer.

Your supervisor must hold a B.S. degree in one of the following: Electrical Engineering, Electrical & Electronics Engineering, Electronics Engineering, or Communications Engineering. No other degree titles, including closely related fields, are accepted.

8. How do I know whether a company is approved for EEE?

Check the company in STS and verify that it is approved for the EEE Department. A company may exist in STS without being approved for EEE.

9. What if the company is not listed in STS or is not approved for EEE?

You can proceed through STS by adding the required company details. The application is then reviewed by the EEE Summer Internship Coordinators for suitability for the EEE Department and, if appropriate, forwarded to the Faculty of Engineering through STS. For a new company, make sure that it has operations in technical fields related to the EEE Curriculum and employs at least one EEE Engineer under whose supervision you can fulfill the internship.

10. What kind of work is expected during an EEE internship?

It is not sufficient to learn what is being done and make observations. You must be involved in doing work related to EEE, such as firmware programming, signal processing, measurement, design, repair, etc. Pure programming (CS-type) is not accepted as EE internship. The work you perform will be the basis of the WORK DONE section of your report.

11. What if the company does not assign me sufficient engineering work after I start?

The current EEE internship information advises students to act early in this situation. If the institution is not responding to your demand for engineering duties, you should quit as early as possible; otherwise, you risk rejection of the Summer Internship Report.

12. Can I attend summer school at the same time as the internship?

No. Summer internship cannot be done while attending summer school concurrently. The internship is supposed to be a full-time occupation.

C. Special or nonstandard internship cases

13. Can I do two Summer Trainings in the same summer?

The Faculty of Engineering expects the two Summer Trainings to be completed in two different summer periods. Exceptional requests may be approved by Department Coordinators when there is a risk of delaying graduation. Do not arrange two mandatory internships in the same summer without prior EEE Department approval.

If such an exceptional arrangement is approved and both internships are completed in the same summer, the Faculty rule requires registration for both Summer Training courses in the following Fall semester and submission of both reports.

14. Can I do a remote or online internship?

No. Remote or online internships are not accepted for EEE 299/399. There are no exceptions to this rule.

15. Can I do a mandatory internship at a university, research center, or other academic institution?

No. A mandatory EEE 299/399 internship may not be supervised by a faculty member or other academician. An internship at a research center, university, or other academic institution is accepted only if the institution carries out industrial-oriented projects and your direct supervisor is a full-time professional engineer with no academic duties and one of the four accepted B.S. degrees listed in Question 7. Otherwise, it is not accepted for EEE 299/399.

16. What if my question concerns a voluntary internship rather than EEE 299/399?

Voluntary-internship procedures are handled through the Faculty of Engineering. Consult the current Faculty Summer Training webpage and direct administrative questions to the Dean's Office at mfstaj@bilkent.edu.tr. Under the current Faculty guidance, a voluntary Summer Training cannot later be switched to a mandatory Summer Training. Therefore, do not assume that a voluntary internship will count toward EEE 299/399.

D. Course registration and completion

17. When do I register for EEE 299 or EEE 399 after completing the internship?

According to the Faculty of Engineering Summer Training rules, the related Summer Training course must be passed within the next two semesters after completing the internship. For a summer internship, you therefore

need to register for the related course and pass it in either the next Fall or the following Spring semester. Otherwise, the Summer Training must be repeated.

18. What if I completed two approved internships in the same summer?

If the EEE Department approved this exceptional arrangement, the Faculty rule requires you to register for both Summer Training courses in the following Fall semester and submit both reports.

19. What conditions must be satisfied to complete EEE 299/399 successfully?

Two conditions must be met: (1) your performance during the internship must be indicated as successful in the company Evaluation Form, and (2) your Summer Internship Report must be approved by the EEE Department after evaluation by a faculty member.

E. Summer Internship Report

20. Do I have to submit a report after every internship?

Yes. After each summer internship you have to submit a Summer Internship Report.

21. Which report format should I use?

You are required to use the EEE Summer Internship Report Template provided on the EEE Summer Practice webpage. The template specifies the required report sections and the supervisor-information fields.

[EEE Summer Practice page and Report Template](#)

22. What are the basic writing requirements?

The report must be written according to the rules covered in courses such as ENG-102. It should be written in good English with your own words. Plagiarism must be avoided. Copyright issues must be considered when outside material is used, and proper referencing is required.

23. Where do I submit the report?

Submit the completed EEE Summer Internship Report through the Moodle page used for EEE 299/399, following the Department's submission instructions. STS is used for the Faculty-level summer internship process; the EEE report submission is handled through Moodle.

24. What is the report-submission deadline?

The EEE department-specific internship information states that the deadline for submitting the report is the fifth Friday of the Fall semester.

25. How is the report evaluated?

The report is evaluated by a faculty member on a satisfactory/unsatisfactory basis.

26. What happens if my report is found unsatisfactory?

If the report is found unsatisfactory, it will be returned for revision and/or rewriting. If the revised report is still found unsatisfactory, you will be requested to repeat the summer internship.

27. Do I also need the company Evaluation Form?

Yes. Successful completion of EEE 299/399 requires both a successful company evaluation and an approved Summer Internship Report. The administrative procedure for the Evaluation Form is handled by the Faculty of Engineering; follow the current Faculty instructions and contact mfstaj@bilkent.edu.tr for questions about that process.

F. If your question is still not answered

SEND THE QUESTION TO THE RIGHT UNIT

Administrative / Faculty-level question: mfstaj@bilkent.edu.tr

EEE-specific academic or departmental question: EEE Summer Internship Coordinators, as listed on the EEE Summer Practice webpage.

Before writing, check the Faculty Summer Training webpage, STS instructions, the EEE Procedures document, this FAQ, and the EEE Report Template.

Administrative questions sent to the EEE Summer Internship Coordinators will not be handled by the coordinators.