

EEE 299 / EEE 399 Summer Internship Procedures

Department of Electrical and Electronics Engineering | Bilkent University

READ THIS FIRST

This document gives the EEE-specific requirements and shows the sequence to follow from planning the internship through completion of EEE 299/399. It does not replace the Faculty of Engineering administrative instructions.

Faculty of Engineering Summer Training: [current instructions and current-year administrative details](#)

Summer Training System (STS): [open STS](#)

EEE Summer Practice page: [EEE information and the required report template](#)

For STS procedures, internship dates, acceptance letters, insurance, forms, and other Faculty-level administrative matters, contact mfstaj@bilkent.edu.tr. Administrative questions sent to the EEE Summer Internship Coordinators will not be handled by the coordinators.

1. Who handles what?

Students of EEE Department are first advised to refer to the main summer internship webpage of the Faculty of Engineering, where information is provided regarding the general guidelines and procedures for Summer Internship. All departments are following these general guidelines and administrative processes, so please refer to the information on this webpage first. Below, you will find the department-specific guidelines.

Faculty of Engineering / Dean's Office	EEE Department
• STS use and the administrative application process • Current-year start/end dates and administrative deadlines • Acceptance letters, insurance, forms, and other paperwork • Administrative questions: mfstaj@bilkent.edu.tr	• EEE-specific suitability of the internship and company approval when required • EEE-specific supervisor and internship-work requirements • EEE 299/399 course and Summer Internship Report matters • Department-level approvals and exceptional cases assigned to the Department

2. The complete process at a glance

1 Read Faculty + EEE instructions	2 Choose a suitable company	3 Check / obtain EEE approval in STS	4 Complete Faculty administrative process	5 Perform the internship	6 Complete post- internship requirements	7 Register, report, and complete EEE 299/399
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3. Basic EEE requirements

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 consultants, part-time engineers, graduate students,

part-time professors, etc. It is mandatory that your supervisor is a full-time professional engineer. The evaluation form of the summer trainee must be filled out and signed by that professional engineer.

- Your supervisor must hold a B.S. degree in Electrical Engineering, Electrical & Electronics Engineering, Electronics Engineering, or Communications Engineering. Only these degree titles are accepted. Degrees in other or closely related fields are not accepted.
- Remote or online internships are not accepted for EEE 299/399. There are no exceptions to this rule.
- A mandatory EEE 299/399 internship cannot be carried out under the supervision of a faculty member or other academician. A placement at a research center, university, or other academic institution is acceptable only if the institution is engaged in industrial-oriented projects and the direct supervisor is a full-time professional engineer without academic duties who holds one of the accepted B.S. degrees listed above. Otherwise, the placement is not accepted for EEE 299/399.
- 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 of Engineering. The Department must be contacted beforehand if there is any doubt about the validity of the summer internship institution. See Section 4 below for the company-approval process.

4. Before the internship

4.1 Read the current Faculty instructions

Before starting the application process, read the current Faculty of Engineering Summer Training webpage. The Faculty of Engineering administers the STS application process and the related administrative procedures. The Faculty page should be used for current-year dates, documents, insurance procedures, and detailed instructions for using STS.

http://mf.bilkent.edu.tr/?page_id=844

4.2 Check whether the company is approved for EEE

The company of internship should be approved by the Department or the Faculty of Engineering. First check if the company where you want to do summer internship is already in the STS system, the web-based system under Bilkent STARS maintained by the Faculty of Engineering, and approved for EEE Department. If the company is there and approved for EEE, you can proceed with your application to the Faculty of Engineering. You can find more details regarding this system in the Faculty of Engineering's Summer Training webpage.

[Open STS](#)

4.3 If the company is new or not approved for EEE

If the company is not listed or not approved for the EEE Department, you can still proceed with the same application through STS by also adding the details for the new company. This application will then first be reviewed by EEE Department's Summer Training Coordinators regarding the suitability of the company for the EEE Department and then forwarded to the Faculty of Engineering automatically via STS. For new companies, please make sure that the company has operations in technical fields related to the EEE Curriculum and employs at least one EEE Engineer under whose supervision you can fulfill your summer internship.

4.4 Confirm that the internship will contain actual EEE work

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.

4.5 Complete the Faculty administrative process

Complete the required STS application and all other Faculty of Engineering administrative steps according to the current instructions on the Faculty Summer Training webpage. Do not rely on this EEE document for current-year application dates, acceptance-letter requirements, insurance procedures, or Faculty forms. Questions about these matters must be directed to mfstaj@bilkent.edu.tr.

5. During the internship

- The internship is a full-time occupation and cannot be done concurrently with summer school.
- You must be involved in EEE-related engineering work. Observation alone is not sufficient, and 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 Summer Internship Report.

If you think that the institution is not responding to your demand for engineering duties, then you should quit as early as possible. Otherwise, you risk the rejection of your summer internship report.

6. After the internship

6.1 Complete the company evaluation requirement

Successful completion of EEE 299/399 requires a satisfactory company evaluation in addition to an approved Summer Internship Report. Follow the current Faculty of Engineering instructions for the Training Evaluation Form and any other post-internship administrative steps. Questions about the evaluation-form procedure belong to the Dean's Office and should be sent to mfstaj@bilkent.edu.tr.

6.2 Register for EEE 299 or EEE 399

According to the Faculty of Engineering Summer Training rules, students need to pass the related Summer Training course within the next two semesters after completing the internship. For an internship completed during the summer, the related course must therefore be registered and passed in either the next Fall or the following Spring semester. Otherwise, the Summer Training must be repeated.

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

6.3 Prepare the Summer Internship Report

After each summer internship you have to submit a 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.

You are required to use the EEE Summer Internship Report Template. Do not replace the required report structure with your own format.

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

6.4 Submit the report through Moodle

Submit the completed Summer Internship Report through the Moodle page used for EEE 299/399, following the Department's submission instructions. The deadline for submitting the report will be announced by the Department during the Fall/Spring semester in which the student has registered to the relevant course.

IMPORTANT

STS is used for the Faculty-level summer internship process. The EEE Summer Internship Report is submitted through Moodle according to the Department instructions.

If your case does not follow the standard Fall timetable, contact the EEE Summer Internship Coordinators about the department-specific course/report issue. Administrative questions should still be directed to the Dean's Office.

6.5 Report evaluation and completion of the course

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.

The course is completed successfully when both conditions are satisfied: (1) the company evaluation indicates successful performance, and (2) the Summer Internship Report is approved by the Department.

7. Final checklist

- ☐ I read the current Faculty of Engineering Summer Training webpage.
- ☐ I checked that the company is approved for EEE in STS, or submitted the required company information for EEE approval.
- ☐ I confirmed that the company and supervisor satisfy the EEE requirements.
- ☐ I completed the Faculty-level STS, document, and insurance procedures before starting the internship.
- ☐ I performed actual EEE-related engineering work during the internship.
- ☐ I followed the Faculty instructions for the company evaluation form after the internship.
- ☐ I registered for the appropriate EEE 299/399 course and will complete it within the allowed two-semester period.
- ☐ I prepared the report using the required EEE report template.
- ☐ I submitted the report through Moodle by the EEE deadline.

8. Recommendations

- Summer Internship may be an important milestone for deciding on your career plans (field, sector, industry vs. academia, etc.).
- Second year summer internships are especially suitable for Bilkent students because in the second year you take Digital Design, Microprocessors, Analog Electronics, and Circuit Theory, 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.
- Doing two internships in different sectors is also recommended for students to observe different career alternatives.

Key links: [Faculty Summer Training](#) | [STS](#) | [EEE Summer Practice](#)