METU DEPARTMENT OF COMPUTER ENGINEERING

CENG 300/400 SUMMER PRACTICE REPORT TEMPLATE

1. Duration of the summer practice is 6 weeks or 30 workdays. Summer practice is a full time occupation. Summer practice can be performed in summer break or during winter semester break (if there is enough time and with the department approval). The summer practice cannot overlap with any semester or summer school if the student is registered. If the student is registered to the summer school, he/she can divide the summer practice period into two as before and after the summer school but 30 days must be completed in the same company.

2. Students must determine the organization for the summer practice until the end of the classes. Second and third year summer practices should be performed in different companies or in the different divisions/projects of the same company with the approval of the department. The student should participate in the projects such as systems analysis and design, software design and development, software testing, software maintenance. The jobs like sales, hardware/software installation, document writing, and web page design may not be accepted as the tasks to be performed in the Computer Engineering Summer Practice. Relevant projects in research institutes and universities are also acceptable tasks for the summer practice.

3. If the student himself/herself finds the organization for the summer practice, then he/she should submit the followings to the department for approval:
   - An acceptance letter from the organization,
   - The Organization Information Form (available on the summer practice web site at http://www.ceng.metu.edu.tr/undergrad/staj) which requires brief information about the hardware, the software and the computer applications of the organization.
4. Students who know the exact date of their internship must apply for internship insurance from https://oldcow.ceng.metu.edu.tr/Student/stajBilgileri.php?
5. Students must fill Family GSS declaration and commitment letter and submit to Department Student Affairs Secretary (A-106 room).
6. Students must then buy a Summer Practice Booklet from Engineering Faculty Acquisition Office (MM building). (Photocopy room in the Computer Engineering department most likely sell these as well.)
7. The students who completed the documents listed in item 3 above, and filled the necessary parts of the Summer Practice Booklet, must apply to the Department Student Affairs Secretary for the approval. The approval of the organization by the department does not guarantee the eligibility of the tasks to be performed in that

organization for the summer practice. It is the student's responsibility to decide whether the tasks assigned in that organization is eligible for CENG Summer practice.

8. Summer Practice Reports must be written according to the instructions in the booklet by using a word processor. Each page of your report must be approved by your supervisor in the organization.
The following items must be considered in writing the summer practice reports:
- You should follow the technical report writing techniques. There are links for the technical report writing in the home pages of the Institute for Natural and Applied Sciences (see also http://www.awc.metu.edu.tr/).
- Your report must contain critical evaluations and detailed discussions of the results using your own words. You must avoid plagiarism in your report. The department will check your report by using plagiarism checker software.
- Summer practicing is not only about the development of a computer program. It is also important to observe the organization, and the structure of the organization, and the methodology and strategies used in the organization. You are supposed to discuss them in your report. Please, make sure that the information given in the report does not violate the privacy of the organization.

9. You should register to the course CENG 300/400 in the following semester.

10. Soft copies of the Summer Practice Reports should be uploaded to the ODTUClass page of the related course CENG300 or CENG400 and hard copies should be submitted to the Department Student Secretary until the end of the add/drop period of registered semester.

11. Together with the Summer Practice Report, the student can record a two-minute video in a good quality presenting the summer practice as a supplementary material. The link of the video uploaded to any decent video-sharing website (Youtube or Vimeo is recommended) can then be included in the summer practice report. The video presentation is optional unless it is required by your advisor.

Summer Practice Coordinators

MIDDLE EAST TECHNICAL UNIVERSTIY
DEPARTMENT OF COMPUTER ENGINEERING

SUMMER PRACTICE REPORT

<Course Code CENG 300/400>

STUDENT NAME:

ORGANIZATION NAME:

ADDRESS:

START DATE:

END DATE:

TOTAL WORKING DAYS:

VIDEO PRESENTATION LINK (optional):

STUDENT'S SIGNATURE   **ORGANIZATION APPROVAL**

TABLE OF CONTENTS

1. INTRODUCTION

Introduction to the report -- organization, project, your participation, outline of the report, etc.

2. INFORMATION ABOUT PROJECT
   2.1.   ANALYSIS PHASE
   2.2.   DESIGN PHASE
   2.3.   IMPLEMENTATION PHASE
   2.4.   TESTING PHASE

While writing about these phases, you should include also:

- problems encountered,
- their solutions found in the organization,
- methods followed,
- evaluation of the project management,
- key points you have learned.

3. ORGANIZATION
   3.1.   ORGANIZATION AND STRUCTURE
   3.2.   METHODOLOGIES AND STRATEGIES USED IN THE ORGANIZATION

Your observations and critiques about the company

4. CONCLUSION

Conclusion -- summary, discussions, comments, etc.

(Please, do not write any sentence starting with "This summer practice was very useful for me")

5. APPENDICES

Appendices (if any) -- listings, screen shots, diagrams, etc.

Final Remarks:

Your advisor may ask you to rewrite your reports. While re-writing the reports:

Remove text that is not yours! Cut-n-pasted tutorials, web material, etc. is not part of your report!

Write in detail, of what you've done in your summer practice. Using a step-by-step progress is a good way to do this.

Remove pages of source-code. Use screen shot, whose content explained in captions, and other figures that contributed.

Properly format your reports!

The reports that are not written properly will be graded as unsatisfactory.