Ceng 300/400
Summer Practice

By
Summer Practice Committee
Duration and Time

• At least 6 weeks or 30 workdays.
• It is a full time occupation.
  • Can not overlap with fall and spring semesters.
  • Can not overlap with summer school if the student is enrolled to any course other than Ceng 300/400 Summer Practice Course (which will be opened starting this year).
Organization

• Students must determine the organization until the end of classes
• Second and third year summer practices can be performed in the same company but in different projects.
• Project that include:
  • Sales
  • Hardware/Software Installation
  • Document Writing
  • Web page design (simple)
  etc.
  are not acceptable as Computer Engineering Summer Practice.
• Research projects in universities and research institutes are accepted.
After Finding Organization

• Student should submit these to the Department Student Affairs Secretary for approval*:
  • An Acceptance Letter from the organization
  • The Organization Information Form which requires brief information about the company/the project
  • Internship Insurance Form in https://cow.ceng.metu.edu.tr/Student/stajBilgileri.php?
    • Online only.
  • Family GSS Declaration and Commitment Letter
    • 2 Forms: One for students who are covered by their parents insurance and one for who are not
  • Summer Practice Booklet after filling the necessary parts
    • Can be bought from the Engineering Faculty Acquisition Office (MM building).

* Approval does not guarantee the suitability of the organization for summer practice. It is students’ responsibility to check this.
Reports

- Must be written according to the instructions on the booklet and using the template given in the summer practice webpage of the department. (http://www.ceng.metu.edu.tr/undergrad/staj)
- Summer Practice Reports must be written individually even if you work in the same project/group in the organization.
- Following should be considered when writing the reports:
  - Follow technical report writing techniques. See http://www.awc.metu.edu.tr/
  - Should contain critical evaluations and detailed discussions of the results using your own words. Avoid plagiarism, it will be checked.
  - Should include structure of the organization, strategies used by the organization.
- Each page must be approved by student’s supervisor in the organization. Make sure not to violate the privacy of the organization and do not include proprietary information.
Course Registration & Submission of Reports

• Register to the course Ceng300/400 following semester (to your advisor’s section).

• Soft copies should be uploaded to the cow page of the related course CENG300 or CENG400.

• Hard copies should be submitted to the Department Student Secretary until the end of the add/drop period of the registered semester.

• Together with summer practice reports, student should record a short video (3-5 minutes) presenting their summer practice work briefly. The student should provide the link of the video uploaded to a decent video streaming site (preferably Youtube or Vimeo) in the summer practice report.
Thank you for listening..

Questions?

E-mail: staj@ceng.metu.edu.tr