

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