# 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 <u>different</u> projects.
- Project that include:
  - Sales
  - Hardware/Software Installation
  - Document Writing
  - Web page design (simple)

  etc.

  are <u>not</u> 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://oldcow.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).

# Reports

- Must be written according to the instructions on the booklet and using the template given in the summer practice webpage of the department. (https://ceng.metu.edu.tr/summer-practice)
- 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 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.

# Thank you for listening..

# Questions?

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