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://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).

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 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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