EE300 - EE400
Summer Practice Overview

Middle East Technical University

Department of Electrical and Electronics Engineering

2022

EE 300/EE 400 Summer Practice

- How to find an SP location

- Procedures you need to follow
  - Before the SP
  - During the SP
  - After the SP

- Evaluation of the SP

Summer Practice Website

- https://eee.metu.edu.tr/summer-practice

- Updated regularly to guide you through the whole SP procedure

- Please go through all the information and the FAQ before sending emails

Finding an SP location

- In Turkey: Industrial experience
  - Companies working in the fields of EE
  - Many possibilities in Teknokent, Ankara, Turkey
  - For SP offerings and previous experience, check:

https://eee.metu.edu.tr/summer-practice/offerings

- Abroad: Industrial or academic experience
  - Companies working in the fields of EE
  - Universities, research labs
  - Check out websites of research groups and write to faculty members

Eligibility of the SP location

- We do not examine and confirm the suitability of your SP location in advance

- Students determine whether their SP location is appropriate

- You need to check:
  - At least <u>two EE engineers</u> in the SP institution
  - SP topic should be related to at least one branch of electrical and electronics engineering

Back to normal life...

- Internships must again be done by physically attending the work place

- Company internships
  - Must be **20 full work days**

- Research internships
  - Must be **30 full work days**
  - Allowed if abroad
  - Allowed in Turkey? Being discussed, to be announced soon...(check SP website!)

Before the SP

- SP insurance in Turkey / Abroad

  – The university takes care of your social security insurance

  – Applies for classical or research internships

  – **Fill in the online form at OCW 2-3 weeks before the beginning of your SP: https://ocw.metu.edu.tr/**

Before the SP

- Some companies require approval of the work contract by the department:
  - Leave it to the department Student Affairs office and get it in one week
  - Only **in case of emergency**: Come to C-208 & hang it to the door

- Get the SP notebook
  - Available online: https://eee.metu.edu.tr/summer-practice
  - Also in the photocopy office (D-120)

Before the SP

- If your SP institution requests a letter, first check out the templates at
  - SP website: https://eee.metu.edu.tr/summer-practice/steps
  - Department Student Affairs office

- "Zorunlu Staj Belgesi" & several other documents needing signature:
  - Fill in the online form in department webpage: http://eee.metu.edu.tr/forms

- If your SP institution requires further documents, you can contact us

During the SP

- Be productive, be focused, try to contribute

- Gather data and material for your SP report

- In case you are not comfortable with the SP topic:
  – Discuss with your SP supervisor
  – Feel free to propose ideas and make suggestions
  – Try to find a small task in which you can contribute.

Before you leave the SP institution

- Get your supervisor to:
  - Fill in the evaluation form in the SP notebook and hand it to you in a sealed envelope.

  - Fill in the Lifelong Learning evaluation form (https://eee.metu.edu.tr/summer-practice)

  - Sign and approve your SP report
    - Approval also possible by email confirmation or by signing on computer

After your SP

- The companies in Turkey are legally obliged to pay summer interns conducting their mandatory SP

- As soon as you receive all payments, on OCW https://ocw.metu.edu.tr/
  - Fill in the "Paid SP form" to enter salary and company information
  - Upload additional documents
    - "Paid SP form" : hard copy
    - Copy of your work contract
    - Bank receipts of payments

When the semester begins

- Fill a questionnaire on OCW on the topic of your SP
  - Used for assigning your report to a faculty member for evaluation

- Submit your SP report on **ODTUClass** (usually around add-drop week)
  - Careful with **Turnitin check** (similarity must be < 20%)

- In the add-drop week: Get registered to the EE 300 / EE 400 course in the section of the faculty member grading your report

How to write your SP report

- Follow the guidelines on the SP webpage
- SP report should be sufficiently rich in technical content
  - Technical background underlying the project
  - Detailed description of methodology
  - Experiments, tests, simulation results, …

- Keep "company description" minimal (1-2 pages max.)
  - **Warning**: Copy-pasting from company websites increases the **Turnitin** score!
- Consult the faculty member grading your report for additional guidance if not confident

Warning!

- You need to pass
  - At least half of the EE 2XX courses for EE 300 internship
  - At least half of the EE 3XX courses for EE 400 internship
- If you are in <u>probation status</u> in Fall semester, <u>you cannot take</u> the EE 300/400 courses even if you successfully finished your SP.
- If you haven't taken the <u>OHS101 & OHS301</u> courses, <u>you cannot take</u> EE 300/400
- Failing to meet these conditions would require you to renew your SP

Attention for Irregular Students!

- If you expect graduation next year, you can do both EE 300 and EE 400 internships the same year
  - Most preferably in different SP locations
  - SP divisions/topics should differ significantly if in the same company

- You can do your SP in the winter break <u>only if you expect graduation</u> in summer

In case of tight SP schedule

- Strict and non-negotiable rule: Your SP **cannot overlap** with the **teaching** period
  - SP should start after the end of classes
  - SP should end before the beginning of classes
  - These rules apply for Summer School as well

- Minimum SP period:
  - 20 workdays for company internships
  - 30 workdays for research internships

- You can work in the weekend to make up for missed days (if the company is open)
  - No need to inform us
  - Enough if your supervisor confirms in SP evaluation

Voluntary SP

- It is possible to do a voluntary internship for additional work experience

- The university takes care of your insurance for voluntary SP in Turkey

- Follow the same procedure to apply for the insurance:

  – Fill in online form through OCW, 2-3 weeks before your SP

- No need to write a SP report

Candidate Engineer Programs

- Candidate engineering activities during the semesters does not count for EE300/EE400 (SP **cannot overlap** with the **teaching** period)

- If you continue candidate engineering during summer:
  - If you work for 20 full workdays in a row, then you can present it for EE300/400

- Attention if your insurance is part-time:
  - Get your insurance converted to full-time by company
  - Or, cancel your insurance and apply to school for full-time insurance for the SP period

To keep you posted…

- Check the website regularly for updates:
  - https://eee.metu.edu.tr/summer-practice

- We may send emails for urgent announcements. Please check your METU mail regularly.

- Email us only if you cannot find the answer to your questions in the above sources.

Questions?