EE300 - EE400
Summer Practice Overview

Middle East Technical University
Department of Electrical and Electronics Engineering
2023
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](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

• For SP offerings and previous experience, check: [https://eee.metu.edu.tr/summer-practice/offering](https://eee.metu.edu.tr/summer-practice/offering)

• Industrial experience in Turkey
  – Companies working in the fields of EE
  – Many possibilities in Teknokent, Ankara, Turkey

• Academic experience in Turkey
  – Universities and research labs outside METU
  – The internship institution **should not** be affiliated with METU currently or in the past (e.g. ROMER, GÜNAM, ODTÜ-MEMS)
Finding an SP location

- Internship 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
• 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 two EE engineers in the SP institution
  – SP topic should be related to at least one branch of electrical and electronics engineering:
    • Are there any undergraduate/graduate EE courses covering this subject?
    • Are there any EE faculty members working in this domain?
Internship conditions

- Internships must be done by physically attending the work place

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

- Research internships
  - Must be **30 full work days**
  - Abroad, or outside METU if in Turkey

- The internship should be done as a **continuous block**. It should not be divided into two parts (except for mandatory company breaks, public holidays, etc.)
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/](https://ocw.metu.edu.tr/)
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](https://eee.metu.edu.tr/summer-practice)
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

• Do tests and simulations

• 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.
    ➢ Page 3 (Turkish) / Page 4 (English) of the SP notebook
  – Fill in the Lifelong Learning evaluation form (not confidential) (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 any doubts
• 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 probation status in Fall semester, you cannot take the EE 300/400 courses even if you successfully finished your SP.
• If you haven’t taken the OHS101 & OHS301 courses, you cannot take 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 only if you expect graduation 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 if you are attending

- 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 too

• 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 do 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/EE400

- 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 during the SP period
• 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?