



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>
- 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/offerings>
- 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



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 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/>



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>



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 **ODTUCClass** (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



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 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



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?