EE300 - EE400
Summer Practice Overview

Middle East Technical University

Department of Electrical and Electronics Engineering

2024

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

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 (a few paragraphs)
  - **Warning**: Copy-pasting from company websites increases the **Turnitin** score!
- Consult the faculty member grading your report for additional guidance if any doubts

How to write your SP report

- In case of confidential content:
    - Make sure not to include too sensitive information that may be inconvenient for the company
    - If necessary, consult the company about what you may include in your report
    - In exceptional cases:
        - Exclude the confidential content from your SP report
        - Present the confidential content privately to the faculty member grading your report

Common issues: How to cite?

- Cite any scientific articles, papers, data sheets etc. that you have used in your SP report.

- Do not only provide only a reference list at the end of your report. Explain how you used that resource in the main body of your report:

- Example:

  "The unknown model parameters were estimated using the camera calibration algorithm in [2]."

References: (Check also IEEE Reference Guide)

[1] D. Caratelli, M. C. Viganó, G. Toso, and P. Angeletti, "Analytical placement technique for sparse arrays," presented at the 32nd ESA Antenna Workshop, Noordwijk, The Netherlands, Oct. 5–8, 2010.

[2] B. Klaus and P. Horn, Robot Vision. Cambridge, MA, USA: MIT Press, 1986.

[3] M. Ito et al., "Application of amorphous oxide TFT to electrophoretic display," J. Non-Cryst. Solids, vol. 354, no. 19, pp. 2777–2782, Feb. 2008.

Common issues: How to cite?

- If you use any drawings, photos that are not yours, always cite the related resource in your figure caption.
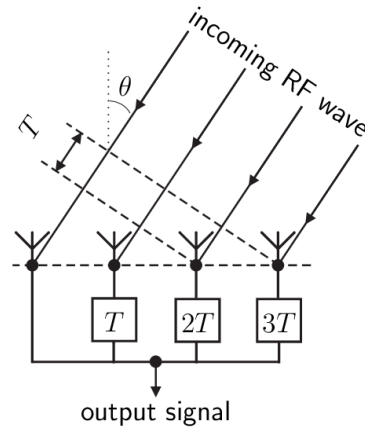
- Example:

Figure 4: Beamforming operation for a phased array antenna. The image is from [13].

References

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[13] M. Tijmes, Simulation of a ring-resonator based optical beamformer system for phased array receive antennas, M.S. Thesis, University of Twente, 2009.

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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" : scanned 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

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 <u>only if you expect graduation</u> in summer

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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, 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?