EE300 - EE400
Summer Practice Overview

Middle East Technical University
Department of Electrical and Electronics Engineering
2024
• 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/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
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](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](#))

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:

![Beamforming operation for a phased array antenna](image)

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

References

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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/](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
• 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
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
• 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 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
• 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?