



# EE300 - EE400

## Summer Practice Overview

**Middle East Technical University**  
**Department of Electrical and Electronics Engineering**  
**2026**



# 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>  
Online board: [https://eee.metu.edu.tr/online\\_board\\_entry](https://eee.metu.edu.tr/online_board_entry)
- 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 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 provides you with social security insurance
  - Applies for both company and 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 photocopy room D-120 and get it in one week
  - Only **in case of emergency**: Come to C-208 & leave it inside the envelope on the door
- Get the SP notebook
  - Available online:  
[https://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/staj\\_rehberi.pdf](https://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/staj_rehberi.pdf)



# 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>
  - Photocopy room D-120
- “Zorunlu Staj Belgesi” & several other documents needing signature:
  - Fill in the online form in department webpage: <http://eee.metu.edu.tr/forms>
  - Follow link “Please fill out this form for a signed document request”
- 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 (confidential)
    - Page 3 (Turkish) or 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 camera 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:

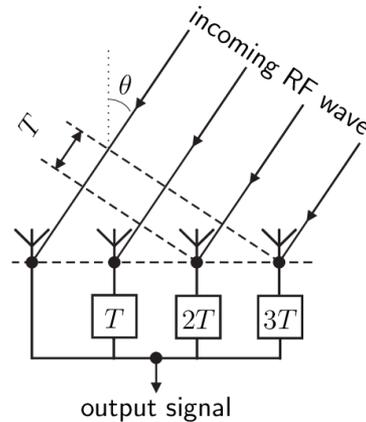


Figure 4: Beamforming operation for a phased array antenna. The image is from [13].

## 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.



## After your SP

- The companies in Turkey are legally obliged to pay summer interns doing their mandatory SP
- As soon as you receive all payments, do the following 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 **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



## Warning!

- You need to appear in the system as a
  - 3<sup>rd</sup> year student to take EE 300
  - 4<sup>th</sup> year student to take EE 400
- 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 in the same summer
  - 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 your attendance in SP evaluation



## Voluntary SP

- It is possible to do a voluntary internship for additional work experience
- The university gets your SGK insurance done 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.



# Thanks

*Thanks for your cooperation  
and enjoy your summer practice!*