

Subject : About Internship Procedures and Expectations

TO WHOM IT MAY CONCERN:

We would like to thank you for providing to our student the opportunity of performing his/her summer practice at your company. This letter is written to present you some information about the content and the mechanism of the summer practice courses (EE 300 and EE 400) and to share our expectations related to our student's practices and experiences with you.

The conducted practice, which is to last minimum of 20 business days, is first evaluated by the responsible engineer at your company as successful or unsuccessful and then converted into a grade (satisfactory/unsatisfactory) after an academic evaluation stage. In this second stage of evaluation, the summer practice report prepared by the student is graded by the department faculty members. In this second stage, the evaluation is based on the engineering content of the practice and also the reporting skills. The final grade appears in the student transcript as a regular course grade. Students with unsatisfactory summer practice course grade have to repeat their internships.

The students are expected to gain practical experience on the issues that are directly related to the electrical and electronics engineering profession. First of all, we wish our student to learn different aspects of the company that they have joined. We want our student to observe the practical issues of the daily work and learn the engineering services/tasks provided by the company. Besides, we want the student learn about the sources/tools/infrastructures used in the process (e.g finance, human resources, information, technical utilities and infrastructures, software and hardware tools and infrastructures etc.), the customers of the company, the goals of company and finally we want the students to observe how the electrical and electronics engineering skills/knowledge is utilized in the whole process. We prefer our student to closely work with an engineer and possibly contribute to the work of the engineer directly. It is desirable for the student to participate in an ongoing project to gain real life experience. Both during and at the end of the practice, the observations and experiences gained should be reported by the student regularly and presented in a written report format first to the responsible engineer and then to our department. The final report is expected to be signed by the engineer with whom the student has worked in your company before the submission to our department.

We present further details on the rules, regulations and our expectations about the summer practices at the course web site <http://www.eee.metu.edu.tr/~staj/> and meetings at the beginning of every semester. The engineers working with our students can also examine this web page.

We would like to thank you in advance for the support and guidance that you will provide to our student in this process.

METU
Department of Electrical-Electronics Eng.
Summer Internship Committee