Internship Process Flowchart

Student is accepted by a company [1]

Is company asking for a certification about mandatory internship or insurance?

Yes / No

F0: Zorunlu Staj Formu (Mandatory Internship Form)

Student fills **F0**, gets it signed by her advisor and the head of department, and gives it to the company.

Student gets **F1** filled by the company.

F1: İşyeri Kabul Yazısı (Company Acceptance Letter)

IMS: İKÜ-Staj Yönetim Sistemi (IKU Internship Management System)

Student logs in to **IMS**, uploads **F1**, fills the other required fields, and submits it to her academic advisor, **at least 10 days before the internhip**.

F2: Kurum Staj Değerlendirme Formu (Company Evaluation Form)

Student finds another company.

Approved by the advisor?

No / Yes

Student completes her internship [2]

At the end of the internship, student gets **F2** filled and signed by the company.

The coordinator assigns the report to one of the research assistants (RAs) for the first evaluation.

Student prints the report, gets its all pages stamped and signed by the company, submits it (as a spiral bound booklet) to the internship coordinator. **F2** is also submitted **in an envelope**, together with the report [3]

Student registers in **CSE5091 Internship I** or **CSE7092 Internship II** (or both), when the semester starts.

Student writes two reports: faculty's weekly report **(R1)** and department's internship report **(R2)**, respectively, by following the guideline **(IRG).** Student attaches cover page **(R0)** as the first page of her report.

R0: Kapak Sayfası (Cover Page)
R1: Haftalık Rapor (Weekly Report)
R2: Staj Raporu (Internship Report)
IRG: Staj Raporu Kılavuzu (Internship Report Guideline)

Should student fix it?

Yes / No

RA sends an e-mail to the student. Student takes her report back to fix [4]

Student makes the revisions by considering the RA's comments, and brings the revised report to the RA **together with the first draft** [5]

RA evaluates the report and passes it to the advisor of the student with comments.

Advisor checks the report by exploiting the RA's comments and passes it to the internship committee by attaching her own decision.

Committee checks the report by considering advisor's decision and takes the final decision.

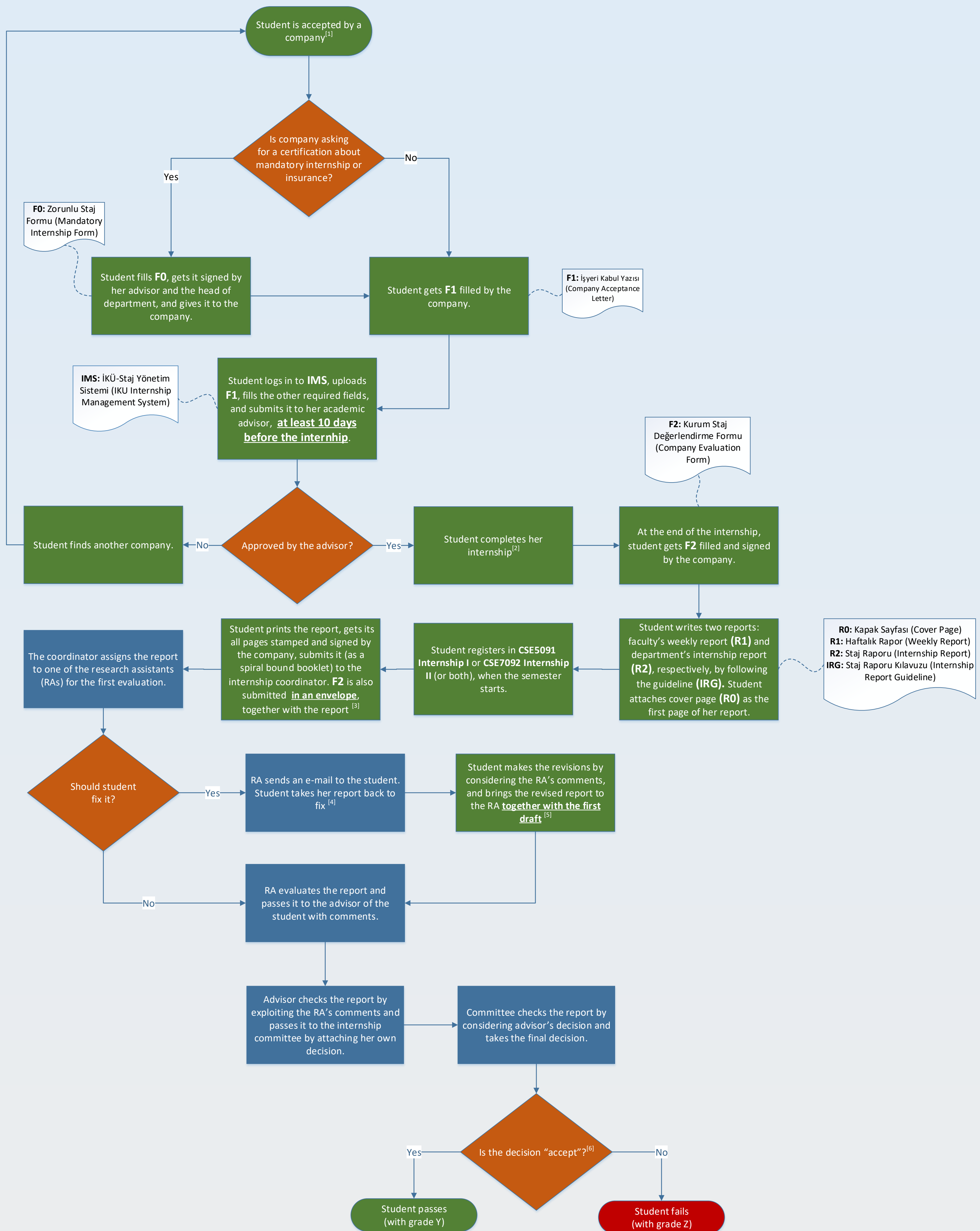Is the decision "accept"? [6]

Yes / No

Student passes (with grade Y)

Student fails (with grade Z)

[1] Student should do her internship in the industry of Information & Communication Technologies (e.g. software companies, corporate financial companies, service providers (internet, cloud etc.), data centres, e-commerce companies, banks and factories having large IT departments, research labs at the universities). In brief, the works done by the company must coincide with at least one field of the Computer Engineering. Also, **the supervisor who guides the student during the internship period must be Computer, Informatics, Software, Electronics, or Telecommunication Engineer.**

[2] This period cannot coincide with an academic term (fall, spring, summer) in which the student takes courses. An exception: The students who take only one summer course can do the internship by reporting 4 days per week. Also, the internship period cannot coincide with the national holidays and the weekends.

[3] This should be done within **first 2 weeks of the semester**. Late deliveries are not accepted.

[4] This is done only once. RA does not give a second chance for a second revision.

[5] This should be done **within 1 week after RA's feedback.**

[6] Final grade is announced at the end of the semester, like the other courses.