



**Ankara Yildirim Beyazit
University
Computer Engineering**

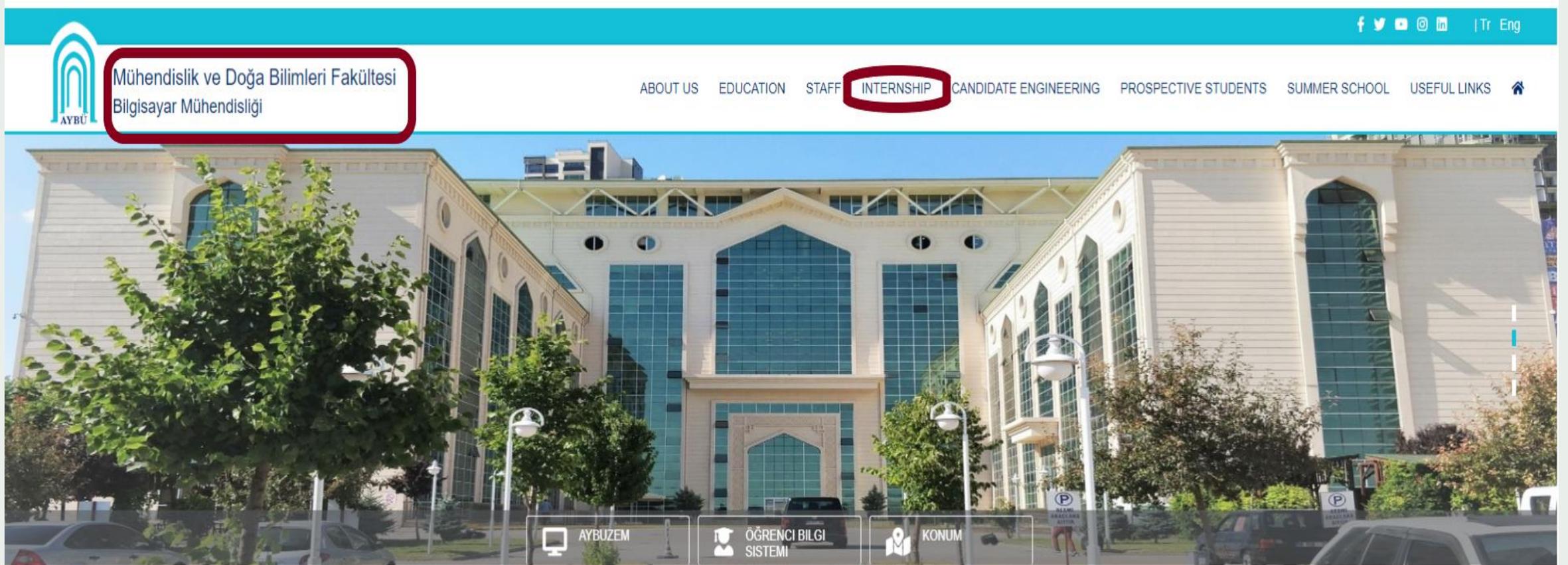
Internship Principles

Content

- Related Research Assistants
- General Information
- Pre-Internship Process
- Internship Process
- Post Internship Process
- Evaluation
- Frequently Asked Questions
- Contact
- Question & Answer

Computer Engineering Internship Principles

- Computer Engineering In the Internship section of our page, you can find all documents are available.



Internship Commission (CENG)

**Commission
Chairman**

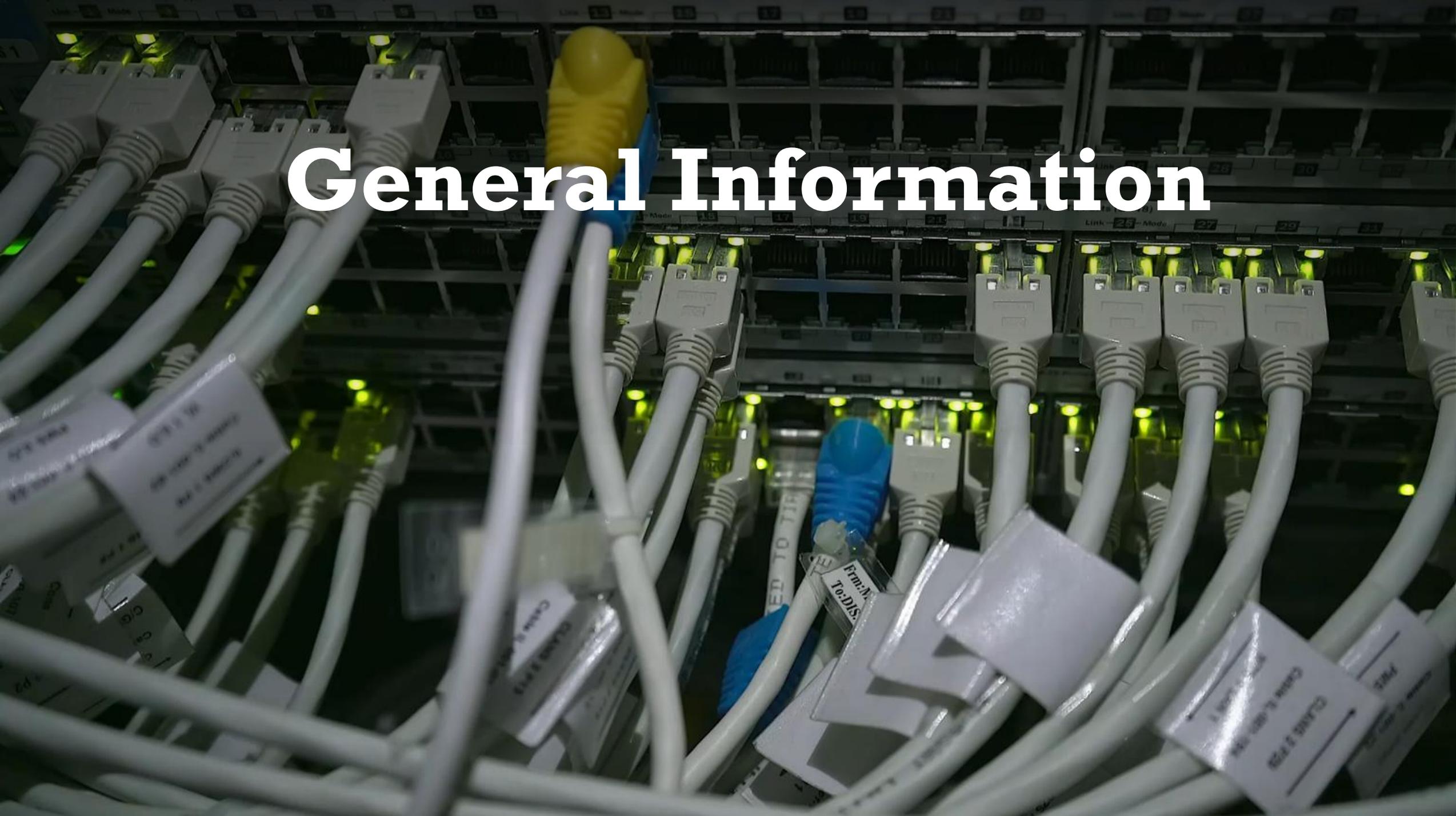
Dr. Fadi YILMAZ
(fadiyilmaz@aybu.edu.tr)

**Commission
Members**

Research Assistant
Nisanur MERCİMEK
(nisanurmercimek@aybu.edu.tr)

Research Assistant
P. Sümeyye SÖYLEMEZ
(p.s.soylemez@aybu.edu.tr)

General Information





- Our students **must** do 2 (**20 + 20 working days**) internships to graduate. (A student has the right to *get insurance from the school for a total of 60 working days*. Those who have *unsuccessful internships or those who will do voluntary internships will not be able to get more insurance* from the school when they exceed this limit).

General Information

General Information

Internships **should not coincide** with the **Fall and Spring Semesters of the academic calendar.**

The **normal duration of the internships** is during the ***Summer Semester of the 2nd year*** and the ***Summer Semester of the 3rd year.***

In the ***Fall Semester following the summer internship***, CENG300 is designated for the first internship, while CENG400 is allocated for the second internship.



- To be eligible for **CENG300** you must have earned at least **101 successful** ECTS credits. For **CENG400** the requirement is a minimum of **149 successful** ECTS credits. The same requirement applies to **Volunteer Internship** as for **CENG400**.

WARNING

General Information

Weekends cannot be included in the calculation of internship periods.



Internship 1 and Internship 2 can be completed within the same institution.

Only students in their **3rd year or above**, who have not undertaken their internship during their 2nd year or have failed to do so, are eligible to conduct consecutive internships within the same institution.

Documentation should be prepared for two separate periods of 20 working days each, treating them as distinct internships.



Students also have ***the option to pursue internships abroad through self-funding or the Erasmus+ program***, particularly in companies related to **Computer Science**.



- **Public holidays are excluded from the calculation of internship periods.** Students who experience an official holiday or half-day during their internship period should adjust their dates to ensure completion of 20 working days without considering these days as working days (such as Eid al-Adha, July 15, August 30, etc.).
- For instance:
 - Internship Start: August 12
 - End of Internship: Monday, September 9 (Ordinarily, it would end on Friday, September 6, but since August 30 falls within the period, one additional working day is added to the end of the internship).

General Information

General Information



The supervisor responsible for overseeing the internship must hold either a **4-year undergraduate degree in Computer Engineering, Software Engineering, Electrical-Electronics Engineering, or Artificial Intelligence Engineering, or a postgraduate degree in Computer Engineering/Science. (Software Engineering/Science for software students)**



Students intending to apply for internships must submit the following Internship Application documents to the Department Secretary from **the last Monday before the start of the Spring Semester Final exams (June 17, 2024) until the last Friday before the start of the Spring Semester Final exams (June 21, 2024).**



Prior to the internship application, **Computer Engineering students** are required to complete **the Excel table provided at the following link: [Excel Table Link](#). Access to the Excel table will be closed at 17:00 on June 21, 2024.**

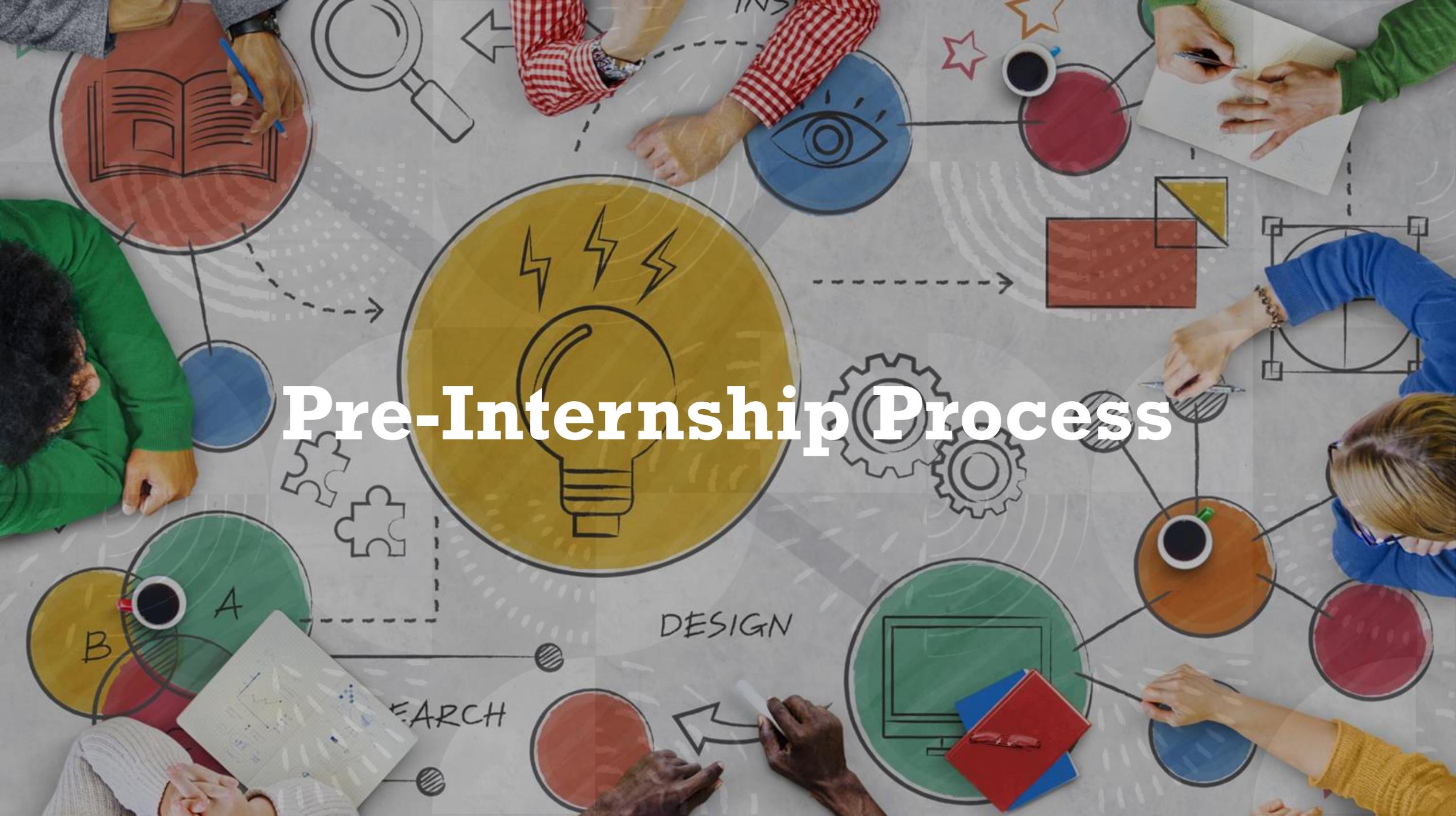


During the internship period, students are not permitted to take leave unless under **unavoidable circumstances such as illness or a funeral**. Leave taken due to compulsory situations **cannot exceed 2 days**. Students who take leave or report must complete **these missed days by adding them to the end of the internship**.



- The Dean's Office of the Faculty of Engineering and Natural Sciences ensures that each student undertaking an internship within the scope of **the Social Insurance and General Health Insurance Law No. 5510** is covered by "occupational accident and occupational disease" insurance.
- *This insurance coverage is mandatory, even if the student already has insurance through the company.*

Insurance by the University



Pre-Internship Process

Pre-Internship Process

1. Students apply to institutions where they intend to undertake their internship and select their preferred placement.
 - Various methods may be employed for internship applications, including submissions through platforms like "Kariyer.net," "Kariyer Kapısı," "Vizyoner Genç," "LinkedIn," as well as direct communication with corporate entities via email, among other approaches.
 - Difficulty in securing an internship placement typically does not occur **when a sufficient number of applications are made.**



Pre-Internship Process

2. If it is required for the student to provide proof that the internship company's insurance will be arranged by the school, the **Internship Application Form (Zorunlu Staj Yazısı)** document, electronically signed by the dean, **can be printed out and submitted to the company.**



T.C.
ANKARA YILDIRIM BEYAZIT ÜNİVERSİTESİ REKTÖRLÜĞÜ
Mühendislik ve Doğa Bilimleri Fakültesi Dekanlığı



Sayı : E-60708718-304.03-260952
Konu : Zorunlu Staj Yazısı

01.03.2024

İLGİLİ MAKAMA

Fakültemiz öğrencilerinin 40 (20+20) iş günü staj yapma zorunluluğu vardır. 5510 Sayılı Kanun'un 87'nci maddesinin (e) bendi gereğince sigorta primleri Üniversitemiz tarafından karşılanacaktır.

Bilgilerinizi ve gereğini arz/rica ederim.

Prof. Dr. Hasan OKUYUCU
Dekan

Bu belge, güvenli elektronik imza ile imzalanmıştır.

Doğrulama Kodu: A1CC43C7-B278-426B-8231-B6C7310A95E4

Doğrulama Adresi: <https://www.turkiye.gov.tr/ybu-ebys>

Adres: Ayrıltı Mh. Takdir Cad.150 Sk. No:5 Etilik-Keçiören / ANKARA

Bilgi için: Tuğçe KILIÇ

Telefon: 0 312 906 2202

Memur

Faks: 0 312 906 29 55

Telefon No:(312) 906 22 35

KEP Adresi : yildirimbeyazituniversitesi@hs01.kep.tr



**THE REPUBLIC OF TURKEY**
ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF ENGINEERING AND NATURAL SCIENCES
COMPUTER ENGINEERING DEPARTMENT
SUMMER PRACTICE ACCEPTANCE FORM

To whom it may concern,

The request of the student _____ with the ID number _____, who studies in the Computer Engineering Department of the Faculty of Engineering and Natural Sciences, to do an internship in our organization was approved. The relevant student will be able to do internship in our organization between _____.

Sincerely,

COMPANY and OFFICIAL'S INFORMATION

TITLE : _____
OFFICIAL NAME SURNAME : _____
DATE : _____
E-MAIL : _____
STAMP and SIGNATURE

Student
Picture

INFORMATION OF STUDENT

Name and Surname : _____
Student ID : _____
T.C. : _____
Phone Number : _____
E-mail : _____
Address : _____

Date and Signature of Student

**ANKARA YILDIRIM BEYAZIT ÜNİVERSİTESİ**
MÜHENDİSLİK VE DOĞA BİLİMLERİ FAKÜLTESİ
BİLGİSAYAR MÜHENDİSLİĞİ BÖLÜMÜ
STAJER KABUL FORMU

Üniversitemiz Mühendislik ve Doğa Bilimleri Fakültesi Bilgisayar Mühendisliği Bölümü öğrencilerinden _____ nolu _____'nin kurumumuzda staj yapma isteği uygun bulunmuştur. İlgili öğrenci kurumumuzda _____ tarihleri arasında staj yapabilecektir.

Gereği için bilgilerinizi arz ederiz.

FORMU DOLDURANIN

ADI SOYADI : _____
GÖREVİ : _____
TARİH : _____
KAŞE ve İMZA

Öğrenci
Fotoğrafı

ÖĞRENCİ BİLGİLERİ

Adı ve Soyadı : _____
Öğrenci No : _____
T.C. Kimlik No : _____
Telefon No : _____
E-Posta : _____
İkametgah : _____
Adresi : _____

Tarih ve Öğrenci İmzası

3. The student must have **the Internship Acceptance Form (Staj Kabul Formu)** signed by the company official, and before starting the internship, the student should confirm that there will be a **Computer (or Software, Electrical-Electronics, Artificial Intelligence) Engineering** graduate responsible for them in the company.

Pre-Internship Process



ANKARA YILDIRIM BEYAZIT UNIVERSITY
Faculty of Engineering and Natural Sciences
Department of Computer Engineering

PRE-INTERNSHIP CONTROL FORM

Student's

Name:

Surname:

ID Number:

Internship: (Please sign in the appropriate space)

First Internship

Second Internship

Checked	Signature
During my internship, there is at least 1 (one) Computer Engineer, Software Engineer, Electrical-Electronics Engineer, or Artificial Intelligence Engineer working at the place of internship.	
The dates of my internship do not coincide with official holidays.	
I have carefully read the internship directive and the procedures to be done before the internship.	
I am aware that if I do not comply with the rules of the internship report (such as the report format, etc.) and the deadlines for submitting internship-related documents, my internship will be considered invalid.	
I have obtained the signature of the authorized person at the workplace (they may also affix their seal) on the internship acceptance form and submitted it to the commission member.	
I understand that obtaining (and tracking) the SGK (Social Security Institution) document is my own responsibility.	
The dates of my internship do not coincide with the spring and fall terms, final and makeup exam dates, and if I attended, the summer term dates.	

I am aware that the places I have signed on the pre-internship check form will be verified, and I understand that any error will result in the rejection of my internship.

(Student will write their name and surname by hand and sign. This line will be deleted when printing.)



ANKARA YILDIRIM BEYAZIT ÜNİVERSİTESİ
Mühendislik ve Doğa Bilimleri Fakültesi
Bilgisayar Mühendisliği

STAJ ÖNCESİ KONTROL FORMU

Öğrencinin;

Adı:

Soyadı:

Numarası:

Staj: (Uygun olan yere imza atınız)

İlk Stajım

İkinci Stajım

Kontrol Edilen	İmza
Staj yaptığım yerde en az 1 (bir) <u>Bilgisayar Mühendisi, Yazılım Mühendisi, Elektrik-Elektronik Mühendisi veya Yapay Zeka Mühendisi</u> çalışmaktadır.	
Staj yaptığım tarihler resmi tatillere denk gelmemektedir.	
Staj yönergesini, staj öncesi yapılacak işlemleri dikkatlice okudum.	
Staj raporu kurallarına (Rapor formatı vs.), staj ile ilgili belge teslim tarihlerine uymadığım takdirde stajımın geçersiz olacağını bilmekteyim.	
Staj kabul formunu iş yeri yetkilisine imzalatıp (yetkili kaşe de basabilir) komisyon üyesine teslim ettim.	
SGK dokümanı almamı (takip etmemi) kendi sorumluluğumda olduğunu bilmekteyim.	
Staj yaptığım tarihler bahar ve güz dönemlerine, final ve bütünleme sınavı tarihlerine ve katıldysam yaz okulu tarihlerine denk gelmemektedir.	

Staj öncesi kontrol formunda imzaladığım yerlerin kontrol edileceğini bilmekteyim ve herhangi bir hatada stajımın kabul edilmeyeceğini bilmekteyim.

(El yazısı ile öğrenci adını soyadını yazıp imzalayacaktır. Çıktı alınırken bu satır silinecektir.)

4. The student must sign **the Pre-Internship Check Form (Staj Öncesi Kontrol Formu)**.

Pre-Internship Process

Documents Required for the Pre-Internship Process and Submission Deadlines

- 5. The Internship Acceptance Form (Staj Kabul Formu), the Pre-Internship Check Form (Staj Öncesi Kontrol Formu), **Transcript**(send it via mail to cengaybuinternship@gmail.com end of the term; Subject:Name-Surname and Student_ID, attached document: transkript.pdf), and General Health Insurance Declaration and Commitment Form (GSS Beyan ve Taahhütname) must be submitted to the Department Secretary before the start of the Final Exams (**June 17, 2024 - June 21, 2024, between 9:00 AM and 5:00 PM.**).**
- 6. Attention Computer Engineering students**, you are required to **fill in your personal information in the shared Excel file before submitting your documents**, otherwise your files will not be accepted by the Department Secretary.

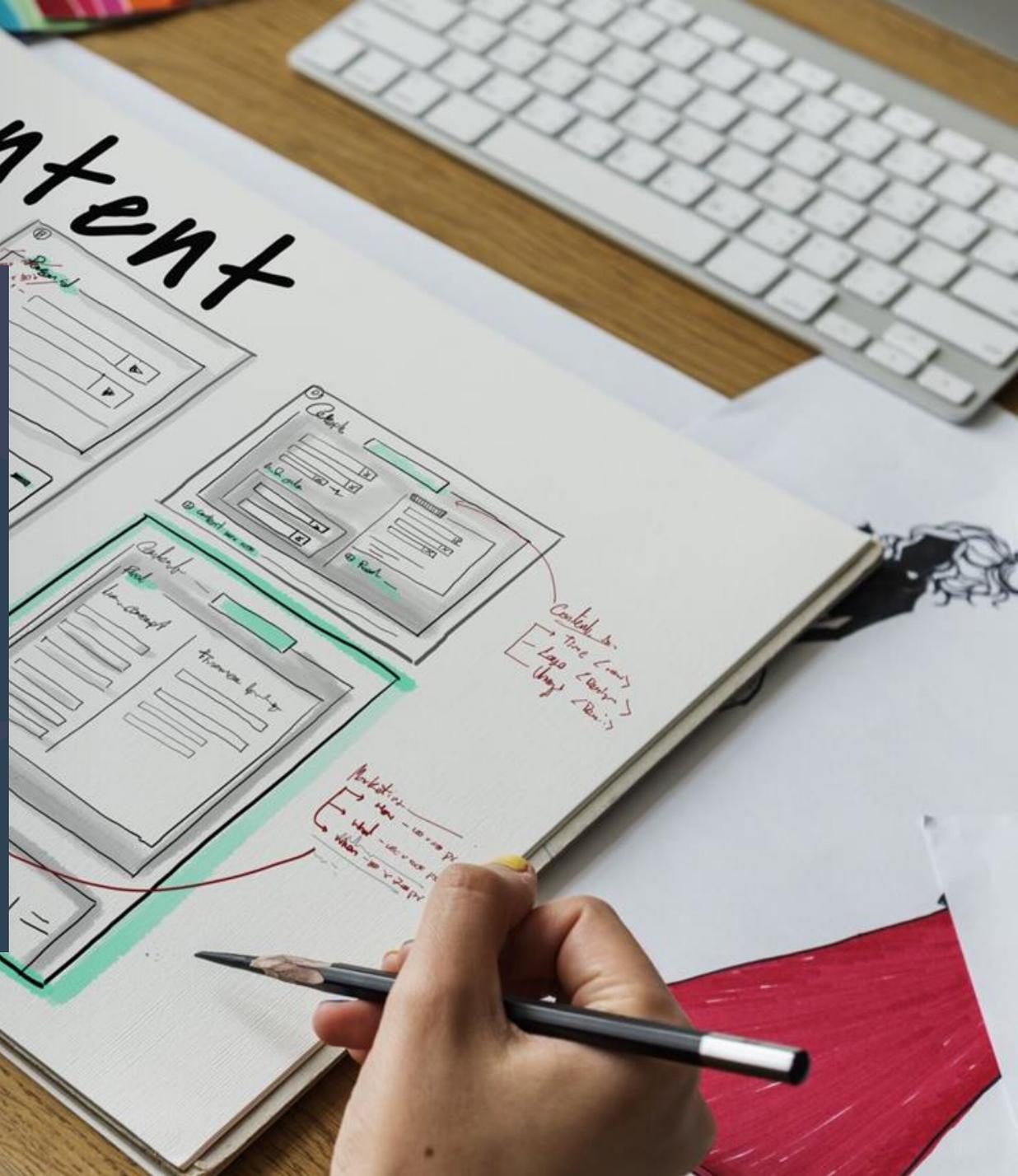


7. Students can start their internships at the firms they have chosen unless there is something unsuitable mentioned at the internship sites or in their applications.
8. Some companies **may request the SGK Entry Certificate**.
 - ✓ Students who want **to obtain this document** can request their documents by emailing muhendislik@aybu.edu.tr **one week before the start date of their internship**. If they prefer to receive it in person, they can apply to the Faculty Secretary's Office.

Pre-Internship Process

Internship Process

#Content



Internship Process

- Students who have completed the above processes begin their internships.
- The report **must be filled out in English** and **in digital format**.
- During the internship, students fill out **the Internship Summary** section of **the Internship Report** day by day in digital format, limiting it to one paragraph.



ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF ENGINEERING & NATURAL SCIENCES
SUMMER PRACTICE REPORT

STUDENT'S _____

NAME SURNAME:

DEPARTMENT: Computer Engineering

STUDENT ID:

E-MAIL ADDRESS:

PHONE NUMBER:

DAYS	WORK ACCOMPLISHED	WORKING HOURS
Monday - / - / -		
Tuesday - / - / -		
Wednesday - / - / -		
Thursday - / - / -		
Friday - / - / -		

Signature of trainee :

Work place :

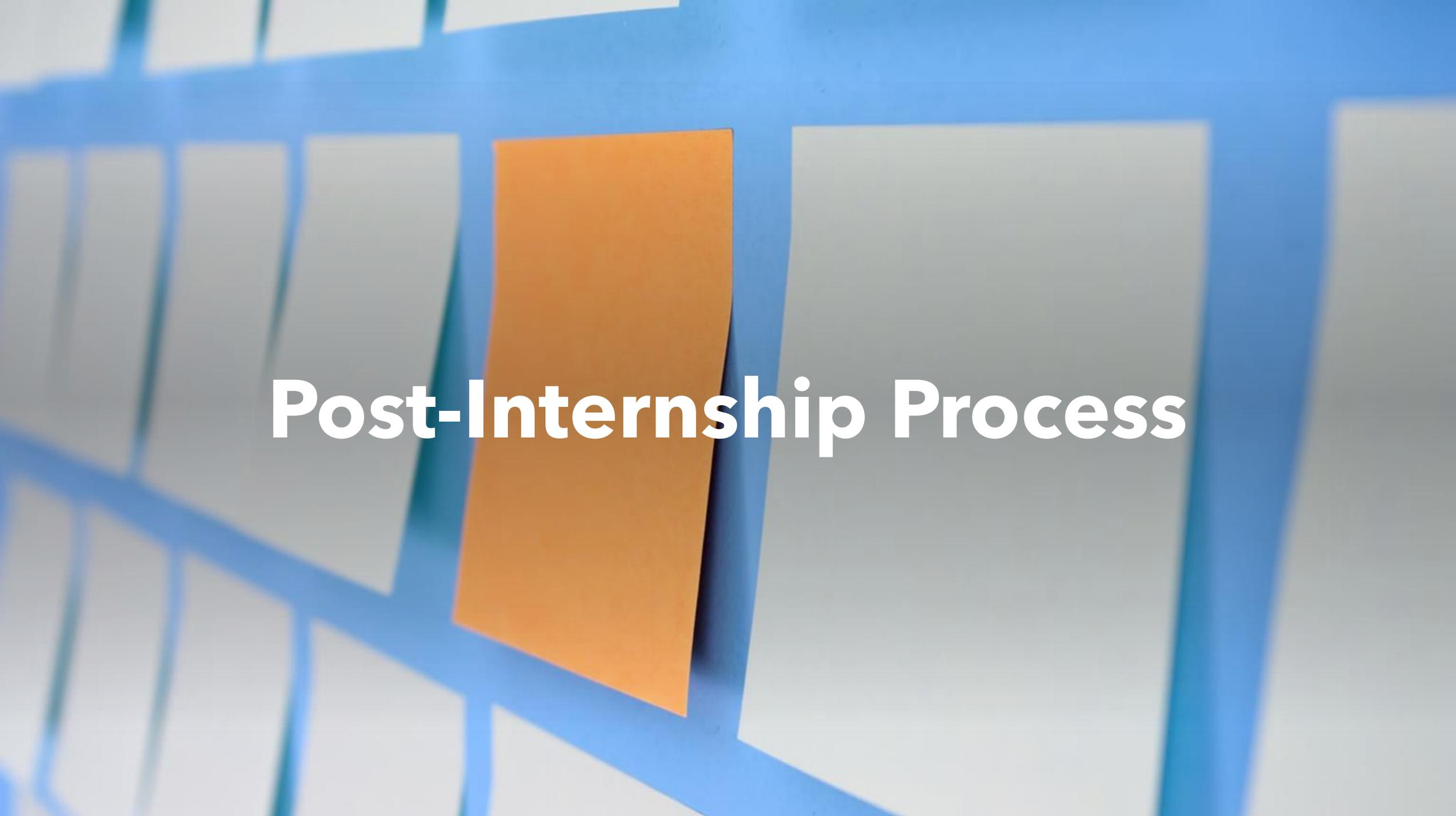
Name and title of the controlling superior :

Signature and Stamp :



Internship Process

- During the internship period, some students may intern at companies focused on ***the defense industry***. Students working at these companies should request applications and tasks that they can write in their internship logs from their mentors.

The background features a light blue surface with a network of darker blue lines forming a grid-like pattern. A solid orange rectangle is positioned vertically in the upper-left quadrant. The text 'Post-Internship Process' is centered horizontally and partially overlaps the orange rectangle.

Post-Internship Process

Staj genel raporu aşağıdaki sırada ve her formatta olmalıdır. Başlık sırasına ve formata uymayan raporlar kabul edilmeyecektir.

1) İçindekiler

Staj raporunun bölümleri numaralandırılmalıdır. İçindekiler kısmına başlıklar yazılırken en fazla 3 derece inilebilir (1.1.1 gibi). İçindekiler kısmında ve raporun genelinde bölüm başlıkları büyük yazılmalıdır. İkinci seviye bölüm başlıklarında ise, başlığın ilk harfi büyük diğer kısımları küçük harflerle yazılmalıdır.

2) Giriş

Bu kısımda staj yapılan kurumla ilgili bilgiler, stajda ne yapıldığı ve yapılan işin sonucu ile ilgili kısa (Maks. 2 sayfa) bilgi verilmelidir. Giriş genel raporun kısa bir özeti olmalıdır. Raporu okuyan kişi, raporu okuduktan sonra rapor hakkında genel bir fikir sahibi olmalıdır.

3) Staj Anlatımı

Bu kısımda yapılan iş yerindeki staj anlatım kitabı, staj özetine ek olarak kullanılan programlar varsa öğrencinin katıldığı eğitimler, staj anlatım kitabı, staj raporunda gelecek işsizlik kodu ve kod görüntülerinden kaçınılmalıdır. Bu kısımda herhangi bir kılavuz ya da kitap özetlenmemelidir.

4) Sonuç

Öğrenci bu kısımda stajı kendi gözlemleriyle sonuçlandırarak bahseder. Staj yapılan kurum hakkında gözlemlerden bahsedilebilir.

5) Ekler

Tüm kod, resim, grafik vb. şeyler bu bölümde olmalıdır.

6) Referanslar

• Kitap referansı için gösterim

Yazarın Soyadı, ADI., "Kitap adı", Yayınevi, Basım Yeri, Yayın yılı.

Nise, S.N., "Control Systems Engineering", (6th ed.), John Wiley & Sons, United States of America, 2011.

• Web sayfaları için gösterim

Yazarın Soyadı, ADI., "Başlık [online]", (Edition), Yayın Yeri, Web adresi:URL [Ziyaret Tarihi].

The general internship report should be in the following order and format. Reports that do not follow the title order and format will not be accepted.

1) Table of Contents

The sections of the internship report should be numbered. When writing titles in the table of contents, up to 3 levels can be used (e.g., 1.1.1). Section headings should be written in uppercase in the table of contents and throughout the report. For second-level headings, the initial letter should be capitalized, and the rest should be lowercase.

2) Introduction

This section should provide brief (Max. 2 pages) information about the institution where the internship was conducted, what was done during the internship, and the outcome of the internship. The student should provide a general report. The reader should get a general idea about the report after reading it.

3) Internship Narrative

This section should describe the internship experience. It should include the program during the internship, any training attended by the student, etc. Unnecessary images and views should be avoided in this section. No guides or book summaries should be included in this section.

4) Conclusions

In this section, the student discusses what they gained from the internship. Observations about the institution where the internship was conducted can be mentioned.

5) Appendices

All code, images, graphics, etc., should be included in this section.

6) References

• For book references:

Author's Last Name, First Name., "Book Title", Publisher, Place of Publication, Year of Publication.

• For web pages:

Author's Last Name, First Name., "Title [online]", (Edition), Place of Publication, Web Address, URL [Access Date].

After the internship, students fill out the General Report section of the Internship Report in digital format, with a minimum of 5 pages and a maximum of 10 pages.

Post-Internship Process



When filling out the General Report, attention should be paid to the following points: images or codes should be included in the appendices section, references should be made to these contents from within the report, and contents without references should not be included in the report.



At the same time, students should not provide a definition of the technologies they used longer than a small paragraph. The focus of the report should be on the work done with that technology, not what the technology is.

Post-Internship Process



For example, students who provide explanations spanning a whole page on what HTML, CSS, and JavaScript are may be asked to revise their notebooks, and if necessary, they may be considered unsuccessful.



Instead, a brief paragraph should be provided to explain these concepts, and the focus should be on how these technologies were utilized in the projects carried out during the internship process.

Post-Internship Process



Students stamp and sign the Internship Summary section of the Internship Report with their mentor, who is a Computer Engineer.

They also staple the pages of the General Report.



<i>Signature of trainee</i>	:
<i>Work place</i>	:
<i>Name and title of the controlling superior</i>	:
<i>Signature and Stamp</i>	:



THE REPUBLIC OF TURKEY
ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF ENGINEERING AND NATURAL SCIENCES
COMPUTER ENGINEERING DEPARTMENT

INTERNSHIP EVALUATION FORM

To whom it may concern,

This form must be signed by a computer engineer.

After you fill this form, please put that form in an envelope and make sure it is closed.
Then you can send this envelope by our student.

Internship Commission

Student

Name and Surname:

Student ID:

Company

Title:

Address:

Internship Dates

Start : ... / ... / Finish : ...

Duration of internship:days



Post-Internship Process

Students submit the Internship Evaluation Form (Staj Sonuç Belgesi) to the Computer/Software Engineer responsible for them. The Computer/Software Engineer fills out and signs the document, and if available, puts it in an envelope without showing it to the student, seals the envelope, and hands it over to the student. (This document can be signed in Turkish)

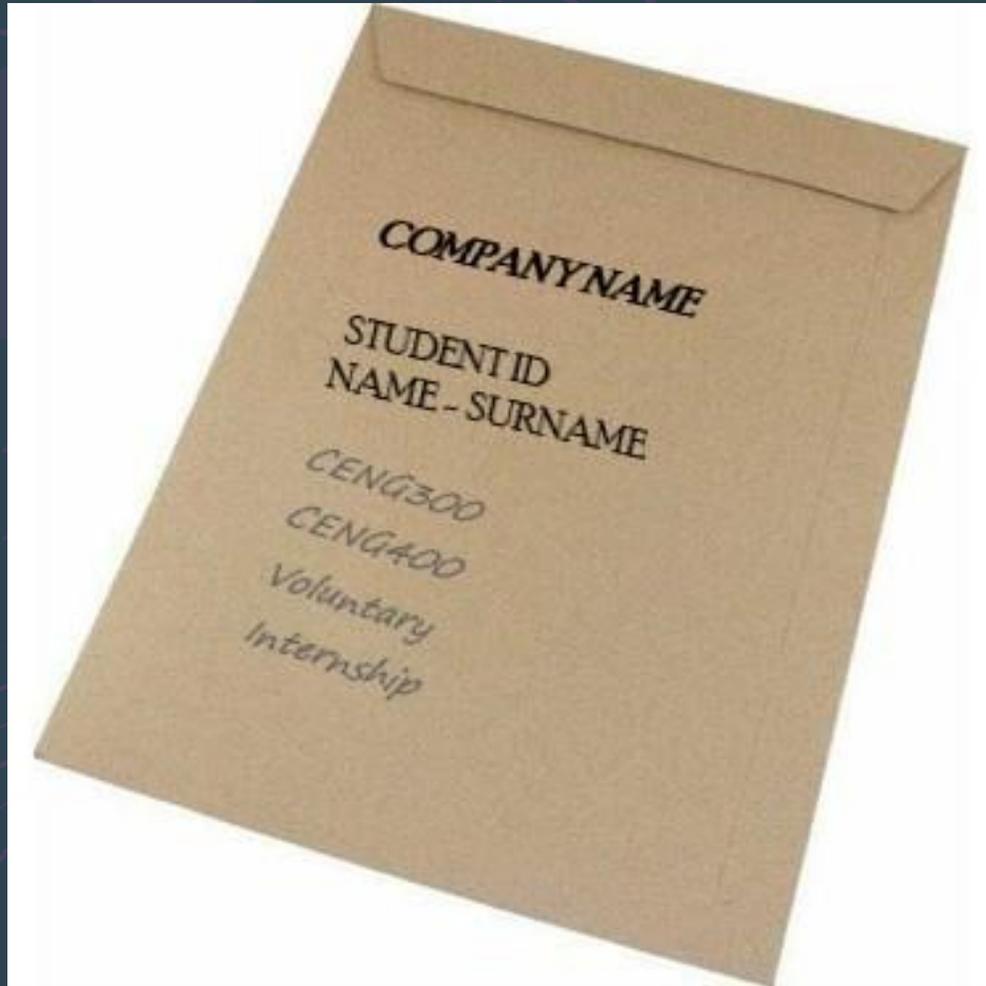


Post-Internship Process

The Internship Report bound with *spiral binding*, the envelope containing *the Internship Evaluation Form* (*Staj Sonuç Belgesi*) obtained from the company, and *the Post-Internship Control Form* (*Staj Sonrası Kontrol Formu*) are placed in a large envelope.

Post-Internship Process

- The envelope should be labeled with the *Company Name, the Student ID, Name, Surname, and Internship (CENG300, CENG400, Voluntary Internship) Information*, and it should be submitted to the Department Secretary within 2 weeks from the beginning of the Fall semester following the Summer term in which the internship was completed.





- Students should add the course ***CENG300 Industrial Practice I*** to their course registration if it is their first internship period **in the Fall semester** following the internship period. If it is their second internship period, they should add the course ***CENG400 Industrial Practice II***. If students have completed two internships, they can select both courses.

Post-Internship Process



Evaluation

Evaluation



An assessment of the submitted files to the Internship Commission is conducted within ***the first 4 weeks***.



Since the files are delivered from the Department Secretary to the Internship Commission, the evaluation takes place during ***the first 4 weeks of the Fall Semester***.



Reports submitted **after the beginning of the Fall Semester** ***will not be considered for evaluation.***



- After the internship, students will prepare a slideshow summarizing their internship experiences, including their faces, in a video (**min 5 min. - max 10 min.**). The videos will be added to [the Excel spreadsheet \(for Computer Engineering\)](#) specified as YouTube links.
- Students **have the right to revise** their documents only **once**.

Evaluation

Evaluation



Students who are requested for revisions must complete their revisions within *2 weeks after the announcement of the results.*

If there are no major changes in the content of the documents, re-signing of the correction documents may not be necessary. The decision of the internship commission is valid in this regard.



Once the internship grades are finalized after revisions, they are sent to advisors. Advisors enter the internship grades for students

Frequently Asked Questions



Frequently Asked Questions

If you couldn't do an internship in your second year, what should you do?

- During the summer term of the third year, you can do 2 internships.
- During the summer term of the third year, you can do 1 internship, and during the summer term of the fourth year, you can do another internship.
- During the summer term of the fourth year, you can do 2 internships.

Can I do an internship during the intersession or within the semester?

- You can only do an internship during the intersession or within the semester if you only have the internship course left and have completed all other courses. Otherwise, it is not possible.



- If you want to do an internship abroad, what should you do?
 - Students who will do an internship abroad must **submit a letter stating that they will cover their own expenses and obligations, including travel, accommodation, insurance costs related to their internship abroad, along with an invitation and acceptance letter from the internship location to the relevant assistants at least 1 month before the start date of the internship.**
 - Students who do internships abroad must also provide the relevant assistants with a document from the internship location indicating the scope, work, and duration of the internship, in addition to the required documents, upon their return to the country after completing the internship.

Frequently Asked Questions



Contact



- If you have any questions regarding the internship:
 - Please introduce yourself (Student ID, full name) in your message.
 - When sending an email, make sure to include all assistants in the commission in a single email instead of sending separate emails to each assistant.
 - Clearly state the subject of the email.
 - For example: «**Regarding Internship Inquiry**» or «**Staj Hakkında**»

Contact

The background of the entire image is a dense field of light-colored wooden question marks. The focus is sharp on a few question marks in the foreground, while others in the background are blurred. A dark blue, semi-transparent rectangular box is overlaid on the left side of the image, containing the text.

Question & Answer

A group of people are shown from the chest up, clapping their hands. They are in a meeting or conference setting. The background is slightly blurred, focusing attention on the clapping hands. The overall tone is professional and appreciative.

**Thank You for
Your Attention**