CTIS310 Semester Internship FALL 2024-2025

Introductory Presentation

Important Requirements

a) having a "S"atisfactory grade from CTIS290.

b) having a minimum CGPA of 1.80 before the CTIS310 semester (at the end of Summer or Fall).

c) successful completion of previous departmental ("CTIS" coded) courses. (If there exists any) Maximum number of such courses from the first five semesters of the curriculum should be 4 (four). If you are left with 5 (five) such courses then you should perform your internship in Ankara and take one of them.

CTIS310– Semester Internship
www.bilkent.edu.tr/~ctis310

- **Semester-long internship (Rules&Regulations):**

http://www.ctis.bilkent.edu.tr/repository/CTIS_Internship_Rules_and_Regulations.pdf

- **Your info at application form should be up to date**

- **Internship abroad: intern handles formalities**

- **Maximum 1 course during internship (4-10 days will be added to your internship according to your course weekly hours)**

- **Communication:**
  - **310 Moodle Page**
  - **ctis310@bilkent.edu.tr**

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- **Intern is a company employee.**

- **Work ethics:: Company Rules:**
  - **punctuality, dress code**
  - **responsibility, accountability**
  - **respect**
  - **communication**
  - **work skills**

Company Selection

- You may follow the quotas provided by companies to our department in our web page and you may contact with these companies.

- You may find your own company.

These companies should not be:

- a start-up company younger than 2 years old

- companies with less than 5 employees or having less than 3 employees in the related department.

Internship Rules & Regulations

- **www.bilkent.edu.tr/~ctis310**

- **Leave of Absence.**
  - Apply to CTIS first !
  - If approved then apply to the company
  - # days appended to the end of internship
  - **if not obeyed to the rules:**
    - **INTERNSHIP will be INVALID !**
  - **- Internship Regulations, Item D**

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Important Points

- **Companies with less than 5 employees or having less than 3 employees in the related department.**

- **If start_up Companies younger than 2 year ➔ Not suitable for our Internship**

- **If there is no other person than you in your department in the company like computer engineers, programmers etc. ➔ not suitable.**

- **Sales offices without any installation/application ➔ not acceptable.**

Type of Internship
Online or Face-to-face ?

- Bilkent strongly supports F2F Internships.

On the other hand, ONLINE internships are allowed:

- If more than half of the full-time employees work online in the same department/unit of the company where the intern works

AND

- minimum 20% of the internship should be performed F2F (in person). (14/70 working days)

Subject to a disciplinary action:

- **If you give wrong information related with**
  - **number of worker in the company,**
  - **workers profile of the company,**
  - **age of the company**
  - **jobs to be performed during your internship**
- **If you are not working as <u>fulltime</u> but working as part time or working at home (Online internships are also allowed but F2F part must be completed as well.)**
- **If you give wrong information in your follow-up answers**

Your internship will not be accepted and/or

You will have disciplinary penalties.

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Candidate List: Subject to change at the end of the semester.

Calendar

SUBMIT (DUE DATES)
Application Form (latest) :   July 26 , 2024 - Friday (17:00)
Company Info Form :   September 02, 2024 – Monday (17:00)

Internship starts :   September 16, 2024 - Monday
Internship ends :   December 24, 2024 - Tuesday (*)

Submit Internship Report :   December 27, 2024 – Friday(**)
Submit Company Evaluation :   December 27, 2024 – Friday(**)
Submit Workplace Evaluation : December 27, 2024 – Friday(**)

Jury :   Between January 06, 2025 - January 10, 2025

(*) Gets extended depending on a course taken during internship.
(**) If you are taking a course, you will be informed for new submission dates.

Application Form and CV

Application Form: July 26, 2024 - Friday (17:00)

- **1 PHOTO ! (Please bring it to the department secreteriat)**
- **Prepare CV: for possible interviews(do not submit)**

Company Information Form

Company Info Form: **September 02, 2024 Monday (17:00)**

- **Seek-and-find your company**

- **"Suggestion"**

- **CTIS may approve/reject**

- **This is the latest date! Submit before!**

Internship Grading

- **Attend to this meeting (May 16, 2024, 19:00-20:00)**
  (counted as 1st Follow-up)   3 = 3 points

- **Answer 4 Follow-up questions (Moodle) in time. 3*4 = 12 points**

- **One Interim Evaluation with your Semester Internship Advisor (date will be announced by your advisor)   5 points**

- **IT Report   15 points**
- **Company Evaluation   40 points**
- **Jury   25 points**

Internship Abroad

- **The agreement should be signed by**   **- you**
                                             - Company
                                             - Department

   before you start.

- Insurance will not be provided by the University, You have to provide and send us:
  - **company insurance papers OR**
  - **private insurance papers from any insurance agency for internship period.**

- **At the end of intrenship you have to give:**
  - **the photocopy of your passport and visa (if exists)**

Workplace Evaluation

- **You have to submit Workplace Evaluation Form (and e-mail to Department Secretary) together with your IT Report.**

- **This form is not an assesment, it will only be used for evaluation of companies for future IT candidates. For that reason it is very valuable for your friends.**

DO NOT FORGET

- **Apply with application form (to ctis310@bilkent.edu.tr) + 1 Photo (to department secreteriat) before July 26, 2024**

- **Find your company and take approval for the company before September 02, 2024**