



**Bilkent University**

Information Systems and Technologies

**CTIS**

# **CTIS310 Semester Internship SPRING 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. **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

[https://www.ctis.bilkent.edu.tr/ctis\\_internship\\_310.php](https://www.ctis.bilkent.edu.tr/ctis_internship_310.php)

- Semester-long internship (Rules&Regulations):  
[http://www.ctis.bilkent.edu.tr/repository/CTIS\\_Internship\\_Rules\\_and\\_Regulations.pdf](http://www.ctis.bilkent.edu.tr/repository/CTIS_Internship_Rules_and_Regulations.pdf)
- Your personal info at application form should be up to date.
- Internship abroad: intern handles the official procedures.
- Maximum 1 course is allowed 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](mailto:ctis310@bilkent.edu.tr)
- FollowUps will be uploaded on 310 Moodle Page.

# CTIS310– Semester Internship

- 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 selected companies on our web page and you may contact these companies.
- You may also propose a company for approval. These companies should NOT be:
  - a start-up company younger than 2 years old,
  - a company with less than 5 employees or having less than 3 employees in the related department.

# Internship Rules & Regulations

[https://www.ctis.bilkent.edu.tr/  
ctis\\_internship\\_310.php](https://www.ctis.bilkent.edu.tr/ctis_internship_310.php)

## •Leave of Absence:

- Apply to CTIS first !
- If approved, then apply to the company.
- #Days will be appended to the end of internship.

## – **if not obeyed to the rules:**

- **INTERNSHIP will be INVALID !**
- **Please check Internship Regulations, Item D**

[http://www.ctis.bilkent.edu.tr/repository/  
CTIS\\_Internship\\_Rules\\_and\\_Regulations.pdf](http://www.ctis.bilkent.edu.tr/repository/CTIS_Internship_Rules_and_Regulations.pdf)

# Internship Rules & Merit Scholarship

CTIS310 grade will not be included in the Annual GPA calculation.

For more details check item 11 of the Bilkent Merit Scholarship Regulations from the following link - given in Turkish. Important section of this item in English says:

*"Students who take a course less than the lower limit of the normal course load range (5 for CTIS) because they take a semester internship course in one of these semesters (CTIS310) are not removed from the list if they are not exchange students during the semester they are not doing their semester internship; However, the grades these students get from the semester internship are not included in the annual GPA. Students who are exchange students for one semester and take an internship course for the other semester cannot receive a merit scholarship."*

<https://w3.bilkent.edu.tr/www/ustun-basari-burslari>

# Important Notes

- Companies with less than 5 employees or having less than 3 employees in the related department -> **not suitable.**
- If a StartUp Company younger than 2 years -> **not suitable.**
- 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.**



# Online or F2F?

- 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: approximately 3 weeks)

# Subject to a disciplinary action:

**A disciplinary action will be taken and your internship will be invalid if:**

- you give wrong information related to
  - the number of employees in the company, or
  - the employee profile of the company, or
  - the age of the company, or
  - the nature of tasks to be performed during your internship, or
- you do not work as full time or work at home (against online internship rules), or
- you give false information in your follow-up answers.

# CTIS310– Semester Internship

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

## Submission Deadlines:

<b>Application Form :</b>	November 29, 2024, Friday (17:00)
<b>Company Info Form :</b>	January 20, 2025, Monday (17:00)
<b>Internship starts :</b>	January 27, 2025, Monday
<b>Internship ends :</b>	May 13, 2025, Tuesday (*)
<b>Submit Internship Report :</b>	May 16, 2025, Friday (**)
<b>Submit Company Evaluation :</b>	May 16, 2025, Friday (**)
<b>Submit Workplace Evaluation :</b>	May 16, 2025, Friday (**)
<b>Jury :</b>	May 31th or June 1st, 2025 (t.b.a.)

(\*) 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:**

**November 29, 2024, Friday (17:00)**

- 1 Recent Photo (Submit it to [ctis310@bilkent.edu.tr](mailto:ctis310@bilkent.edu.tr))
- Prepare CV: for possible interviews (do not submit)

# Company Information Form

## **Company Info Form:**

**January 20, 2025, Monday (17:00)**

- Seek and find your company.
- You may also propose one. CTIS may approve/reject.
- **This is the deadline! Be quick!**

# Internship Grading

- Attend the meeting on **Oct 31, 2024, 19:00-20:00** : 3 points
- **4 Follow-ups** (via Moodle) : 12 points
- **1 Interim Evaluation** with your Semester Internship Advisor (date will be announced by your advisor) : 5 points
- **Internship Report** : 15 points
- **Company Evaluation** : 40 points
- **Jury** : 25 points

# Internship Abroad

- An international agreement should be signed by (a) you, (b) the company, and (c) by CTIS.
- Insurance will not be provided by the University. You should send us the insurance papers covering the internship period provided by:
  - the company, or
  - a private insurance agency.

# Workplace Evaluation

- You have to submit a **Workplace Evaluation Form** (and e-mail to CTIS Department Administrative Assistant) together with your Internship Report.
- This form is not an assesment, it will only be used for **evaluation of companies for future internship candidates.**



# DO NOT FORGET !

Send your application form + 1 Photo to  
ctis310@bilkent.edu.tr before **November 29, 2024.**

- Find your company and take approval for the company before **January 20, 2025.**

**[https://www.ctis.bilkent.edu.tr/  
ctis\\_internship\\_310.php](https://www.ctis.bilkent.edu.tr/ctis_internship_310.php)**