Introductory Presentation

CTIS310 Semester Internship
SPRING 2019-2020
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
• Your info at application form should be up to date
• Internship abroad: intern handles formalities
• Maximum 1 course during internship (4-15 days will be added to your internship according to your course weekly hours)
• Communication:
  – 310 Moodle Page
  – ctis310@bilkent.edu.tr
• Followups: 310 Moodle Page
• 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
- a company less that 5 workers in the related area (department etc.)
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!
  – (clauses 4.6, 4.7)
Important Points

• Company Number of worker <5 ➔ Not suitable for our Internship

• If start_up Company 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.
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 work as fulltime but work as part time or work at home
• If you give wrong information in your follow-up answers

Your internship will not be accepted and/or
You will have disciplinary penalties.
Candidate List: Subject to change at the end of the semester.

Calendar

SUBMIT
Application Form (latest): November 29, 2019 - Friday (17:00) hardcopy to CTIS
Company Info Form: December 20, 2019 - Friday (17:00) hardcopy to CTIS

Internship starts: Feb 3, 2020 - Monday
Internship ends: May 15, 2020 - Friday (*)

Submit Internship Report: May 18, 2020 – Monday (**) 
Submit Company Evaluation: May 18, 2020 – Monday (**) 
Submit Workplace Evaluation: May 18, 2020 – Monday (**) 

Jury: Between May 27, 2020- May 29, 2020

(*) 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, 2019 - Friday (17:00) hardcopy to CTIS

• 1 PHOTO!
• Prepare CV: for possible interviews (do not submit)
Company Information Form

Company Info Form: December 20, 2019 Friday (17:00)  hardcopy to CTIS

• Seek-and-find your company
• “Suggestion”
• CTIS may approve/reject
• This is the latest date! Submit before!
Internship Grading

- Attend to this meeting (November 6, 2019, CE106, 12:45-13:30) (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 internship 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 assessment, 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 + 1 Photo before November 29, 2019

• Find your company and take approval for the company before December 20, 2019