CTIS310 Semester Internship
SPRING 2020-2021
Introductory Presentation
Important Requirements

a) having a “S”atisfactory grade from CTIS290.
(Because of the Pandemic, we allowed some students to postpone 290-Summer Internship-2020 to Feb.2021 or June.2021)

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 (4-15 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
- 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

http://www.ctis.bilkent.edu.tr/repository/CTIS_Internship_Rules_and_Regulations.pdf
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.
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 (Because of the COVID-19 Pandemic, online internships will be accepted for only this semester)

- 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 30, 2020 - Monday (17:00)
Company Info Form: January 8, 2021 – Friday (17:00)

Internship starts: January 25, 2021 - Monday
Internship ends: May 7, 2021 - Friday (*)

Submit Internship Report: May 10, 2021 – Monday(**)
Submit Company Evaluation: May 10, 2021 – Monday(**)
Submit Workplace Evaluation: May 10, 2021 – Monday(**)

Jury: Between May 24, 2021 - May 28, 2021

(*) 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 30, 2020 - Monday (17:00)

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

Company Info Form: January 8, 2021 Friday (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 (November 6, 2020, CE106, 12:30-13:30) (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 30, 2020

• Find your company and take approval for the company before January 8, 2021