T. C.

ALANYA ALAADDIN KEYKUBAT UNIVERSITY

RAFET KAYIS ENGINEERING FACULTY

Computer Engineering Department

## 1

## INTERNSHIP PRINCIPLES

**Alanya, 2022**

**T.C.**

**ALANYA ALAADDİN KEYKUBAT UNIVERSITY**

**RAFET KAYIS ENGINEERING FACULTY**

**COMPUTER ENGINEERING DEPARTMENT**

**INTERNSHIP PRINCIPLES**

**OBJECTIVE**

**Article 1**

The purpose of the internship is for the students of the Computer Engineering department to reinforce the knowledge and skills they have learned in the lessons with practical work, to get to know the institutions on site, to make observations by working in these institutions and to gain new achievements. These principles are valid for students who adhere to the curriculum in the fall semester of the 2016-2017 academic year and after.

**INTERNSHIP DURATION**

**Article 2**

Working hours for each internship are determined in accordance with the Rafet Kayış Engineering Faculty Internship Principles.

**INTERNSHIP TYPES**

**Article 3**

There are two types internship as, Hardware and Software. At least one Software Internship is required.

**INTERNSHIP DATE**

**Article 4**

It is divided into two as Internship I (Hardware/Software) at the end of the fourth semester at the earliest and Internship II (Hardware/Software) at the end of the sixth semester at the earliest.

**FUNDAMENTAL PRINCIPLES**

**Article 5**

1. Students must do internships in enterprises that will meet the requirements of their respective internships and answer all of the questions given. **Otherwise, the internships will be deemed invalid and repeated due to the missing sections**.
2. For Internship 1 and Internship 2, the enterprise must have an active IT department with at least five computers; this unit should consist of units such as network and system management group, technical service group and auxiliary services (software group, server group, etc.).
3. In the staff of institutions or organizations where internships are made; They must have at least one engineer for internship I and at least one of the Computer, Software, Electrical - Electronics, Electronics and Communication engineers for internship II
4. There must be at least 3 employees in the staff of the institutions or organizations where the internship is held.
5. The student has to make the required applications in the relevant internship. The internship will not be taken into consideration if the applications of the relevant internship are missing or not available.
6. The internship commission decides on more than one non-unit practice in the same institution. In case the organization has a corporate and business capacity of a certain size and a project, internship can be done in different projects/units of the same organization with the approval of the internship commission.
7. In mandatory cases, with the approval of the Internship Commission, the first week of the academic year or summer school can be included in the internship period. Students who continue their internship in the first week of the education period are considered to have used their right to absenteeism.
8. For compulsory internship applications, one of the successful / unsuccessful grades may be given in accordance with the curriculum of the student, or corrections may be requested for the missing sections.
9. In order to graduate, it is necessary to have done an internship for at least 40 working days.

**METHOD**

**Article 6**

 **Before starting the internship**

In addition to the Internship Stages specified in the Internship Principles of Rafet Kayış Engineering Faculty in the Sixth Chapter, before starting the internship, the "Internship Approval Form" (EK-E1) containing the information about the company that the student was accepted for internship, is filled by the authorized person in the institution and submitted to the Department Internship Committee as stamped and signed. Applications found suitable by the commission are accepted, and the student continues the internship process with the relevant institution. Internships in institutions not approved by the commission are considered invalid. It is the student's responsibility to submit the "Internship Approval Form" and get approval from the Department Internship Committee before starting the internship.

**Internship Report Preparation**

Internship Report is prepared in accordance with Rafet Kayış Faculty of Engineering Internship Principles, Section Ninth and Internship Report Scope (Annex-E2). While writing the report, it is necessary to answer all the questions in the specified headings and to follow the order of content.

After the report is completed, it should be printed on white A4 paper and delivered with spiral binding. It does not matter whether the report is in color or black and white. If the applications requested in the report will be given with devices such as CD or USB, they should be added to the report. Photographs, information and data of the company to be added to the report should not be used without the permission of the business.

**EVOLUTION OF INTERNSHIP REPORT**

**Article 7**

Internship evaluation is done in two stages. As a result of the evaluation of the workplace and the internship report, “Acceptance”, “Rejection” or “Correction” decisions are made. If deemed necessary, the Unit Internship Committee may interview the intern student. For reports that are decided to be "corrected", students must correct and submit their reports within 1 month after the evaluation results are announced. Internships with a "rejected" decision are made again according to the specified principles.

Evaluation results are announced until the end of the semester when the internship report is submitted.

**Article 8**

These Internship Principles are carried out by the Head of Computer Engineering Department in Alanya Alaaddin Keykubat University and the members of the Internship Commission assigned by him/her.