

Internship Book Regulation

1. Industrial/Summer internships can be done at the end of the spring semester, during the Summer Semester and have a duration of 30 working days. These 30 working days do not include weekends, medical report period and official holidays.
2. The Industrial/Summer Internship can only be done during the Fall/Spring semester with the permission of the Dean's Office if the student has a single course or if the Graduation Project I and II are left. Otherwise, the students cannot perform the Industrial/Summer Internship in the Fall or Spring semesters.

3. Required Documents for Students Who Will Do an Internship Abroad

In order for the internships of students who will complete their internship abroad to be considered valid, the following steps must be fully completed:

1. Email Submission by the Responsible Engineer:

The engineer supervising the intern at the host company must send an email addressed to the student, the student's academic advisor, and the relevant internship committee. The department head must also be included in the CC field of this email.

2. Required Information in the Email:

The email must clearly, accurately, and completely include the following information:

- The full name, title, and engineering field of the person responsible (Software Engineer, Artificial Intelligence Engineer, etc.)
- The official website link of the company
- A brief and concise description of the tasks assigned to the student during the internship

Emails that contain incomplete or insufficient information will not be accepted under any circumstances. Fulfilling these requirements is mandatory for the internship to be officially recognized and evaluated.

4. Following steps should be followed in order:

- (1) Obtain the Compulsory Internship Form: Obtain the official Compulsory Internship Form from the relevant department or faculty.
- (2) Complete the Form: Fill in all the necessary details on the Compulsory Internship Form. Ensure that the information provided is accurate and complete.
- (3) Obtain Required Approvals: Seek approval for the internship from the host company where the internship will take place. This may involve obtaining signatures or stamps from the appropriate authorities at the host company.

- (4) Departmental/Advisor Approval: Confirm the filled-in and approved form by the head of the department, internship commission, or the student's academic advisor. They will review the form, provide their approval, and may offer additional guidance if needed.
- (5) Faculty Secretariat Approval: After obtaining departmental approval, submit the form to the faculty secretariat. They will review the document, sign, and approve it if all requirements are met.
- (6) Compile Necessary Documents: Gather one copy of the identity card, one student identity document, and one passport-size photograph.
- (7) Submit to Internship Coordinator's Office: Submit the signed and approved Compulsory Internship Form, along with the required documents mentioned above, to the Internship Coordinator's Office.
- (8) Commencement of Internship: The student can begin the Compulsory Internship no earlier than 2 weeks after the submission of all required documents to the Internship Coordinator's Office.
- (9) One of the 3 copies of the approved compulsory internship forms must be submitted to the relevant internship institution, one to the University and the last copy must be kept by the intern student.
- (10) Students must find a company **related to software and computer sciences**.

Examples of suitable departments include:

- **Software Development**
 - Front-End Development
 - Back-End Development
 - Full-Stack Development
 - Mobile App Development
- **Artificial Intelligence and Machine Learning**
 - Deep Learning & Neural Networks
 - Computer Vision & Image Processing
 - Natural Language Processing (NLP)
 - AI Model Deployment & Optimization
- **Cybersecurity**
 - Network Security & Ethical Hacking
 - Penetration Testing
 - Data Privacy & Compliance (GDPR, ISO 27001)
 - Threat Analysis & Risk Management
- **Database Management**

- SQL & NoSQL Databases (MySQL, PostgreSQL, MongoDB)
- Data Warehousing & Big Data Processing
- Database Optimization & Administration
- **Cloud Computing**
 - Cloud Platforms (AWS, Azure, Google Cloud)
 - Serverless Computing & Microservices
 - DevOps & CI/CD Pipelines
- **Embedded Systems and IoT**
 - IoT Device Programming (Arduino, Raspberry Pi)
 - Embedded Software Development
 - Edge AI & Real-Time Processing
- **Network and System Administration**
 - IT Infrastructure & Cloud Networking
 - System Monitoring & Performance Tuning
 - Virtualization & Containerization (Docker, Kubernetes)
- **IT Support and Consulting**
 - IT Service Management & Helpdesk Support
 - Enterprise Software Deployment (ERP, CRM)
 - Business Intelligence & Data Analytics

(11) The **internship supervisor/authorized** must be a professional with a background in relevant fields such as:

- **Software Engineer**
- **Computer Engineer**
- **Data Scientist (Engineer)**
- **AI Engineer**
- **Cybersecurity Specialist (Engineer)**
- **Network Engineer**
- **IT Manager (Engineer)**
- **Electrical and Electronics Engineer**
- **Mechatronics Engineering**
- **Mathematics Engineering**
- **Engineers working abroad in departments directly related to software, IT, computer science, or data science**

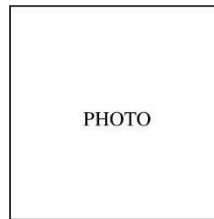
The **internship evaluation form** must be signed and stamp by the **internship supervisor**.

5. The process of preparing the Internship Booklet must be carried out in the format of the copies on the official website and the booklet must be written on Microsoft Word. The language must be in English. Handwritten copies will not be accepted under any circumstances.
6. In the cover section of the Internship Booklet, the intern student must paste a **biometric photograph taken within 6 months at** the latest. In the sections where the name, surname and number are written, it must be written in 18 pt, bold, Times New Roman format as in the headings. The first letter of the name and the entire surname must be capitalized when writing the name and surname.



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FACULTY OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING**

**SUMMER INTERNSHIP I
INTERNSHIP REPORT**



Name Surname :

Student Number :

/ Education in academic year

Figure 6.1. Internship Cover

7. The documents and sections that must be included in the internship notebook are listed below:
1. Internship Booklet Cover
 2. Compulsory Internship Form

3. Weekly Activities Section
4. Daily Activities Section
5. Appendices section with code samples and outputs worked on during the internship
6. Confidentiality Information Form Regarding the Project or Source Code (If applicable - Details regarding this matter are provided in Item 20.)
8. When the internship cover is printed out, there should be an image like Figure 6.1. On the square box that appears as a photo, the student must paste his/her current photo by cropping the photo if necessary according to that area. The internship notebook will not be accepted in cases where the photo is pasted on the right, left or elsewhere on the page, or in cases where the actuality of the photo raises suspicion.
9. As can be seen in Figure 6.1, in the area on the cover where it is written Industry/Summer Internship I or Industry/Summer Internship II the student must write which internship he / she is doing and take the printout without any phrase in parentheses. In cases where it is not clear which internship the student has done or if the cover is scribbled, the Internship Booklet will not be accepted.
10. Page 1 of the Internship Booklet, the original Compulsory Internship Form in the student's hand must be included in the booklet as a part of the booklet. The booklet will not be accepted if it is stapled in the notebook or if there is no approved Compulsory Internship Form.
11. During the writing of the Weekly Activity, the pages should look like Figure 11.1. If the printout is shifted under any circumstances, the page loses its officiality and the internship booklet will not be accepted due to going out of format.



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INTERNSHIP REPORT**

WEEKLY PLAN

1st Week	
Date	The Work Done
...../...../.....	
...../...../.....	
...../...../.....	
...../...../.....	
...../...../.....	
...../...../.....	
Authorized Name Surname: Signature & Stamp	

2nd Week	
Date	The Work Done
...../...../.....	
...../...../.....	
...../...../.....	
...../...../.....	
...../...../.....	
...../...../.....	
Authorized Name Surname: Signature & Stamp	

Figure 11.1 View of the Weekly Activity Section

- 12.** As seen in Figure 11.1, the title of the Weekly Plan progresses as Week 1, Week 2. It should be written in 12-point font, in "Times New Roman" and spaced in 1 format, in the left part should include the date corresponding to that day of the week, and in the right part should include a summary planning sentence related to that day. In cases where only words are written, since the word does not constitute a planning, the weekly

Planning will be considered as not properly processed and the Internship Notebook will not be accepted.

- 13.** In cases where weekdays fall on an official holiday, the student must process that day on the left side and add "Official Holiday." to the box on the right side. It must add the phrase.
- 14.** The Weekly Planning section must contain a total of 30 working days. In order to include these 30 days, if the intern student need to create more than 6 weeks, it is necessary to process parts within the scope of the format.
- 15.** In the Authorized Person and Signature section, the stamp of the institution and the signature of the authorized person, if any, and the name, surname and signature of the signatory if there is no stamp of the institution. The notebook will not be accepted if only initialed.
- 16.** During the writing of the Daily Activity, the pages should look like Figure 16.1. If the printout is shifted under any circumstances, the page loses its officiality and the internship notebook will not be accepted due to the deviation from the format.

DAILY EVENTS		
Department of Work:	Date:	
Signature of the Intern:	<u>Internship Staff</u> Name Surname:	Signature & Stamp
T.C. Haliç University, Faculty of Engineering, Department of Computer Engineering		

Figure 16.1 View of the Daily Activity Section

- 17.** In the Daily activity format in Figure 16.1, the date of that day must be written in the date section at the top by deleting the dots. In cases where there is an official holiday, the Daily activity for that day is not kept and is not included in the Notebook. The name of the department where the student is doing his/her internship must be written in the field under the name of the department where the work is done. In the daily activity

section, only the things done and learned during that day should be written and prepared in the student's own words.

18. In the writing of the Daily Activities, it is necessary to choose the format of "Times New Roman" and spacing 1.5 as a 12-point font and after the format is selected, 10 lines of explanation and narration should be written after leaving 3 lines of spaces and minimum half of page.

19. Program codes and outputs done by the student during the internship are not included in the Daily Activities section.

20. Confidentiality Information Form Regarding the Project or Source Code

In certain cases, the project or source code that the intern is working on may be considered confidential. However, for such confidentiality claims to be deemed valid, the following steps must be fully completed:

1. An official "Confidentiality Letter" explaining the reason for confidentiality must be prepared on the company's official letterhead and must bear the wet signature of the engineer responsible for supervising the internship. This document should be placed in the internship report, immediately after the appendix section.
2. Internship reports or logbooks that lack technical details due to confidentiality reasons will not be accepted unless the signed Confidentiality Letter is submitted.
3. Even in cases of confidentiality, students are required to describe the tasks they performed in general terms. These descriptions must not contain any confidential or proprietary information related to the company. If deemed necessary, the internship committee may request additional documentation.

21. After the writing of the Daily Activity during the day and the signature of the intern student, the Authorized Person and Signature section must be signed and stamp by the authorized person in the authorized company where the student is doing his / her internship by stamping the official stamp of the institution, if any. If the signature part of the pages is initialed, the Internship Booklet will lose its officiality and will not be accepted under any circumstances.

22. The sections of code that the intern worked on during the internship can be included as images in the appendices as seen in Figure 21.1.

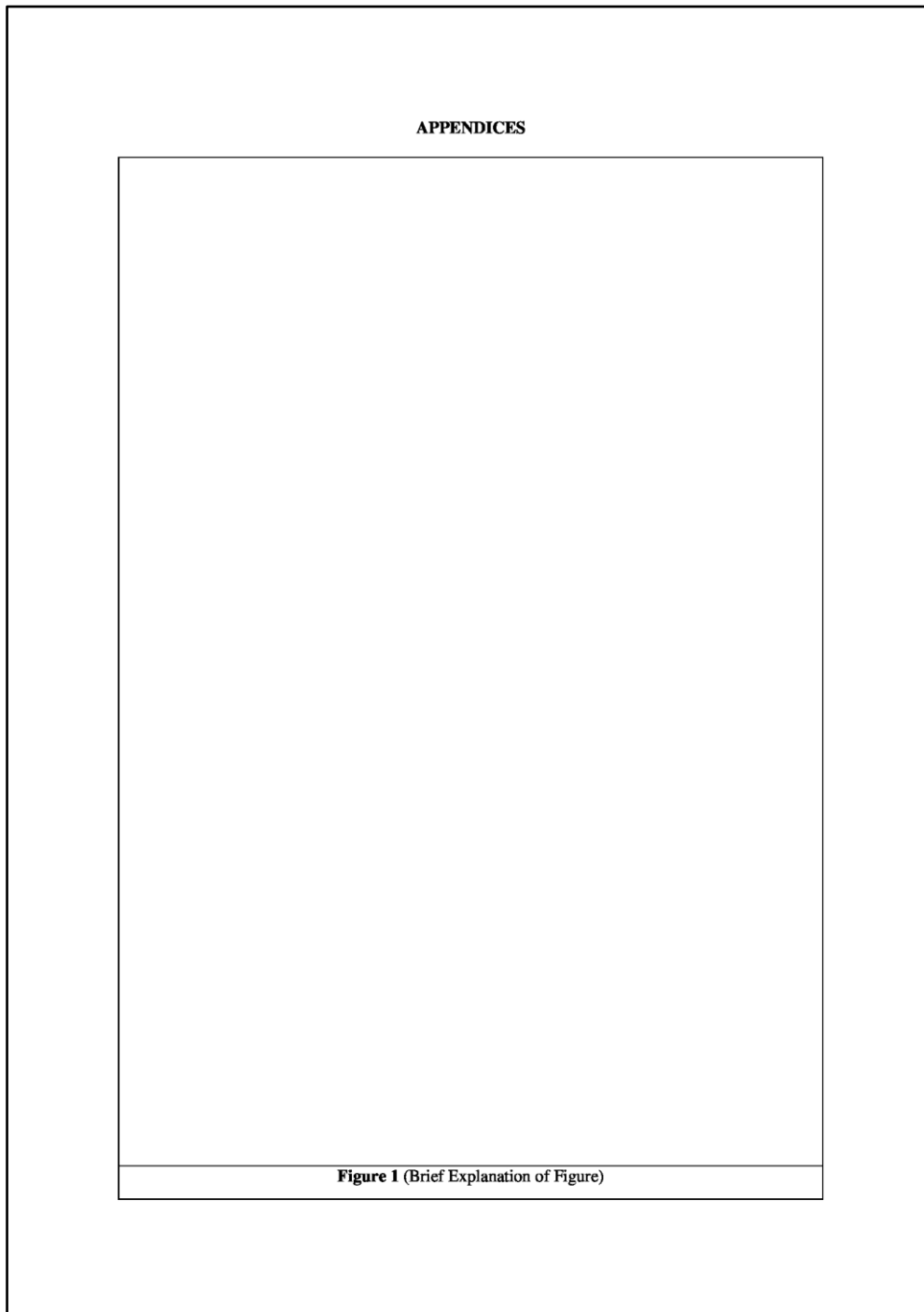


Figure 21.1

23. If the intern student have code sample or any figures, he/she must put the pictures, samples, hardware systems and functions obtained during the internship in the appendix section at the end of the Internship Booklet.
24. After all these sections have been created and printed out, these sections must be arranged in the order specified in Point 7 and converted into a spiral bound book. No copies formed by folios, files or stapled copies will be accepted under any circumstances.

25. In addition to the Internship Booklet, the intern evaluation form signed and approved by the **supervisor/authorized person** in a secured and sealed envelope (seal of the institution / stamp of the institution) is given in Figure 23.1 below. It must be submitted to the department on the dates announced.



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Photo

INTERN STUDENT EVALUATION FORM

Name Surname :
 Student Number :
 Year of the student :

Company Name	Department	Working Time		
		Starting Date	End Date	Week

STATUS OF THE STUDENT

Behavior, Attitude: Diligence: Talent:

The controlling authority evaluates the general condition of the student during his/her internship.
 (A: Excellent B: Good C: Moderate D: Weak E: Unsuccessful)

General Evaluation

Please indicate if there are aspects of our student that need to be improved, that you find lacking or sufficient.

.....

.....

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.....

General Evaluation of the Internship	☐ SUFFICIENT	☐ INSUFFICIENT
Would you consider hiring the student?	☐ YES	☐ NO

...../...../.....
 Company Internship Responsible
 Name Surname / Signature & Stamp

Figure 23.1 Intern Evaluation Form