



Bilkent University
Department of Computer Science

CS 319: Object-Oriented Software Engineering

INTERNSHIP MANAGEMENT SYSTEM

Analysis Report

31 March 2023

RIGEL

Aytekin İsmail, 22003988

Ece Ateş, 22002908

İzgi Nur Tamci, 22002682

Ömer Asım Doğan, 21903042

Zeynep Begüm Kara, 22003880

1. Introduction.....	4
2. Current System.....	4
3. Proposed System.....	5
3.1 Overview.....	5
3.2 Non-Functional Requirements.....	6
3.2.1. Usability.....	6
3.2.2. Maintainability.....	6
3.2.3. Reliability.....	6
3.2.4. Scalability.....	6
3.3 Pseudo Requirements.....	7
3.4 System Models.....	7
3.4.1 Use Case Textual Descriptions & Functional Requirements.....	7
Use Case#0.....	7
Use Case#1.....	7
Use Case#2.....	8
Use Case#3.....	8
Use Case#4.....	9
Use Case#5.....	9
Use Case#6.....	10
Use Case#7.....	10
Use Case#8.....	12
Use Case#9.....	12
Use Case#10.....	12
Use Case#11.....	13
Use Case#12.....	13
Use Case#13.....	14
Use Case#14.....	14
Use Case#15.....	14
Use Case#16.....	15
Use Case#17.....	15
Use Case#18.....	16
Use Case#19.....	16
Use Case#20.....	17
Use Case#21.....	17
Use Case#22.....	18
Use Case#23.....	18
Use Case#24.....	19
Use Case#25.....	19
Use Case#26.....	20
3.4.2 Use Case Model.....	21
3.4.3 Object and Class Mode.....	23
3.4.4 Dynamic Models.....	26
3.4.4.1 State Diagrams.....	26
State Diagram 1: Student State Diagram.....	26

State Diagram 2: Internship Report State Diagram.....	27
State Diagram 3: Evaluation Criteria Report State Diagram of A Student.....	28
State Diagram 4: CS Summer Training Grade Form State Diagram.....	29
State Diagram 5: Notification State Diagram for Student.....	30
State Diagram 6: Notification State Diagram for Instructor.....	30
State Diagram 7: Notification State Diagram for Secretary.....	30
3.4.4.2 Activity Diagrams.....	33
Activity Diagram 1: Instructor Activity Diagram.....	33
Activity Diagram 2: Internship Report Evaluation Diagram.....	34
Activity Diagram 3: Student Assignment Activity Diagram.....	35
Activity Diagram 4: Revision Activity.....	36
Activity Diagram 5: Report Archiving Activity Diagram.....	37
Activity Diagram 6: Autogenerate Form Activity Diagram:.....	38
Activity Diagram 7: Student Report Upload Activity Diagram:.....	38
3.4.5 User Interface - Navigational Paths and Screen Mock-ups.....	39

1. Introduction

Bilkent University, which aims to develop students both academically and professionally, requires second and third-year - engineering students to do summer training for twenty workdays. The summer training program has multiple steps from registering with the internship company to completing x299 or x399 courses in the related department. It is estimated that each fall semester 1300 students take their respective degrees' 299 or 399 courses [1]. With this large number of students and multiple university policies, department secretaries undertake an overwhelming amount of organizational work.

The step concerning this report is the flow and completion of the x299/399 courses, which involves students registered for the course, their assigned instructors, and the department secretaries, TAs and department administrations. It is required for students to write a report explaining what they have learned and contributed to during their summer training in order to both ensure students' involvement in the professional experience and the companies' reliability for future candidates. Internship reports are then evaluated by their instructors according to ABET criteria. Students whose reports do not fulfill all the criteria may be asked to revise their work one or multiple times by their assigned instructor. Finally, they receive satisfactory or unsatisfactory status regarding their summer training and x299/399 course.

Our aim in creating the Rigel Internship Evaluation System is to provide a convenient web-based application for department secretaries, evaluator instructors, and registered students. We intend to make organization easier for all actors by combining all aspects of the process in one platform. While creating it, object-oriented design and software engineering principles will be effectively used. This report addresses a further detailed analysis of our intended application.

2. Current System

The internship management system is heavily dependent on paperwork both on the instructors' side and the administration's side. Initially, the student brings the evaluation report from the company containing the supervisor's comments and the grading of student performance in the internship, which will be referred to as the *Summer Training Evaluation Form (Evaluation Form)*. This report is confidential and must be delivered as a sealed document or directly from the company email and is used to fill the first part of the grade report by the department secretary .

Students who take x299 and x399 classes will be listed and assigned to their respective department instructors initially by the department secretary for the grading of their internship reports. Secretary also fills in part A of the grade report. If the Summer Training Evaluation Form indicates that the student did not meet the minimum criteria for the internship performance (at least 7/10), then the student automatically fails the class and they have to repeat the internship next summer.

Students should write and upload an internship report summarizing the work they've accomplished in the internship. Throughout the semester, instructors will give feedback to the students about their internship reports and may request revisions. Due dates for the report

revisions are set by the department secretary, except the initial one which is set by department administration. Students, then, will have 2 weeks to edit their report and the explanation of what they have changed and send it to the instructor for further checks. Revisions must be completed before the semester ends, or the student will be considered unsatisfactory. Another instance is when instructors decide that the report is unsatisfactory even after revisions and may fail the student during the semester. Students who receive an unsatisfactory grade (U) have to retake the class next term. If the reports are accepted, instructors will fill in Part B as satisfactory.

Part C of the grade report is for grading the final version of the internship report. Internship reports must meet certain criteria. Evaluation of the work: how related is the work they did in internships to their major: 7/10, and the content of the work: 30/60. Evaluation of report: 7/10. Otherwise, the students will receive an unsatisfactory grade (U) and have to retake the class next term.

Students who received an unsatisfactory grade in their internship reports can retake the class with a report mentioning the same internship. If they fail again, they will have to repeat the internship. If the student is repeating an internship for the x399 class and they have completed all other classes, they are allowed to graduate with the exception of taking the x399 class in summer school. In other cases, the x399 class is offered only in the fall and spring semesters.

There is additionally a criteria report in which instructors have to explain how they are grading internship reports and must refer to them to give specific examples. This criteria report is then stored with student reports for statistics and reporting purposes for ABET.

In cases where the student has completed two official internships within the same summer, they can take both x299 and x399 classes. In that case, since the prerequisite for x399 classes is a satisfactory grade (S) from x299 classes, the student must inform the course coordinator or department chair to be able to take both classes.

3. Proposed System

3.1 Overview

The current system is heavily hard-copy and email oriented. Presently, the feedback loop between instructors and students is being continued on Moodle and email. After an instructor finds a student's report satisfactory, they fill out a hardcopy of the form to officiate the grade. Those forms should also pass through the department secretary to be valid, so the instructor sends them to the secretary via email. TAs and faculty heads should also be included in the system, which only increases the current system's complexity. Considering the number of people involved and the fact that each student may upload the report multiple times, this system can rapidly become confusing for everyone.

However, this process can be automated with the correct website design and implementation. Via Rigel, we aim to provide a web-based system with object-oriented design for engineering students, instructors, and everyone involved. Detailed information about Rigel's requirements and design is disclosed in the following parts of this report.

3.2 Non-Functional Requirements

3.2.1. Usability

Since many people will be using our program on an almost daily basis, it should have a very easy-to-use UI. Our aim is to design the website so that users will only need a half an hour to understand how to use the website's functionalities. We plan to divide and label each of the profile, notification, reports, feedback, and validation segments distinctly so that users can understand the purpose of each part. We aim to design the website so that each user can reach any part of it in at most 5 mouse clicks. Also, most of the users' features will be visible/accessible from their main pages.

3.2.2. Maintainability

Our system must be flexible enough to adapt to unexpected changes and situations. If one instructor unexpectedly leaves, secretaries or faculty heads should be able to arrange new instructors for his/her students. If some part of the internship evaluation process changes, our website should be able to adapt to those changes. Also, our system should accommodate rare scenarios like course withdrawal or students taking both internship courses simultaneously.

3.2.3. Reliability

Since every engineering student will be using this website at some point during their education, the website should be functional at all times. Students should be able to see their process status whenever they like. Moreover, instructors should be able to reach all the reports related to their students. Also, secretaries and faculty heads should be able to change student-instructor pairing whenever needed.

3.2.4. Scalability

We expect about 1.000 students to use our system in one semester. Considering everyone else included in this process, it is safe to assume less than 2.000 people will use our website in total [2]. Our website should be able to handle all the data related to these users without crashing. However, since internship report evaluation is somewhat of a slow process, we don't expect more than 200 users to enter the website simultaneously.

3.3 Pseudo Requirements

- The internship management system is a web-based application and the main stakeholders are CS, ME, EE, IE departments, and the Department Chairs.
- This project will be implemented using Object Oriented Programming (OOP) principles.
- System design will integrate the basics of the software engineering process life cycle.
- Project codes will be available on GitHub and will be updated by the team regularly from Git.

3.4 System Models

“Department Chair” is used interchangeably with “Administration” throughout the report.

3.4.1 Use Case Textual Descriptions & Functional Requirements

Use Case#0

1. Name: View Public Page
2. Participating Actor: Not Registered User
3. Entry Condition: Reaching the web browser link of web application.
4. Exit Condition: Logging in or changing the link to another website.
5. Flow of Events:
 1. The not registered user reaches the link of web application.
 2. Clicks Login button and is directed to the login page where they are asked for their credentials.
 3. Clicks Announcement button where they view general deadline announcements and FAQ's about the process.

Use Case#1

1. Name: Login / Logout
2. Participating Actor: Not Registered User
3. Entry Condition: Reaching the website link in the browser and being signed up by the secretary.
4. Exit Condition: None
5. Flow of Events:
 1. User enters their Bilkent mail address and their password which is assigned when his/her user profile is created.
 2. System checks the user's credentials in the database.
 3. If their credentials are appropriate and exist in the database, the user is led to their main page.

4. If the user is logged in to the system, he/she can log out by clicking the log out button.
 5. If the user is logged in and closes the tab or hasn't moved his/her cursor for 10 minutes, the system automatically logs out.
6. Special Requirements: It is assumed that admin user, the initial user, credentials will be provided by developers. The users are only granted access to the system if their credentials match with those in the database. It is admin's and faculty secretaries' responsibility to initialize the users' data and actively maintain that if a new user is added to the system.

Use Case#2

1. Name: View Main Page
2. Participating Actor: Instructor, Student, TA, Department Secretary, Department Chair and Admin
3. Entry Condition: Signing in with appropriate credentials. After the introduction page of the system, a log in page will appear. Here the user will enter their email and password to access to main page.
4. Exit Condition: Clicking the log out button. This action will return the user to the introduction page. The user can log back in with clicking the log in button.

5. Flow of Events:

1. Users will enter their credentials in log in page.
2. If the credentials match with the data on database, the user is granted access.
3. System will open the main page according to their role.
4. For each different actor, it is possible see different actions. See mock-ups for further page designs.

Use Case#3

1. Name: Save/Submit Report
2. Participating Actor: Student
3. Entry Condition: Students can activate this functionality by clicking the plus logo on the reports page. In a popped pop-up, students can upload their file by either choosing manually from document search or dragging the file to the page area.
4. Exit Condition: When students click the exit button on the upload file pop-up, it closes.

5. Flow of Events:

1. Students access the reports page by clicking on the report logo located on the main page.
2. On the report page, students can enter the submission page by clicking on the upload file logo, which is represented by a plus sign.
3. When the add submission button is clicked, a pop-up section shows and it enables students to upload their files by either dragging and dropping them or manually selecting them.

6. Special Requirements: This functionality is exclusively available to student users. Furthermore, they are only permitted to upload their reports during the designated deadline period.

Use Case#4

1.Name: Ask for Extension

2.Participating Actor: Students

3. Entry Condition: Students can click on the ask for extension button located on the report page. After clicking, a pop-up window will appear with the prompt: "Do you want to request a one-week extension? Yes/No". If the student chooses "Yes", they will be able to send a notification to their instructor.

4.Exit Condition: Students can exit the pop-up window by either clicking the exit button or the no button on the pop-up window.

5. Flow of Events:

1. Students enter the report page through their main page.
2. Students click the ask for extension button on the report page.
3. A pop-up window saying "Do you want to request a one-week extension? Yes/No" appears.
4. Students click the yes button on the pop-up window.
5. A notification is sent to the instructor.

6. Special Requirements: This functionality is exclusively available to student users. Furthermore, they are only permitted to upload their reports during the designated deadline period. Students can not ask for an extension after the deadline.

Use Case#5

1.Name: View Report

2.Participating Actor: Student, Instructor, TA,

3. Entry Condition: Students can invoke view report functionality by clicking on the reports page from their main page. There will be a list of reports and students can click on the link to view. Instructors and TA can click to the student in their group to go to the reports page and select the appropriate report to view.

4.Exit Condition: If they press left arrow on the page, they will be redirected to the main page.

5. Flow of Events:

1. From the main page, user will select reports page.
2. In the reports page, the uploaded reports are listed with their date, name, author and its links. The user will click on the reports that they want to view from the file names column.
3. The report will be displayed in another browser. If the user wishes to view it in other forms, they can download the report from selecting it in the links column.

6. Special Requirements:

In order to view reports, the student must have submitted a report before, otherwise there will be a text indicating that there is no report to view. Example reports are in the introduction page and in main page. Other types of users will need to wait for the students to upload reports, otherwise there will be a text indicating that there is no report to view.

Use Case#6

1. Name: View Progress

2. Participating Actor: Student, Instructor, TA, Department Secretary, Department Chair, Admin

3. Entry Condition: The users must be on the main page. Only the progresses of students and instructors are tracked. They can view them from the progress bar on the main page. Department secretary, department chair and admins can view progress bars of instructors by clicking the view progress button in their main pages.

4. Exit Condition:

If the secretary, department chair and admin press left arrow on the page, they will be redirected to the main page. For students and instructors there is none.

5. Flow of Events:

1. All users will log in to the system.
2. Students and instructors will be able to view their progress from the progress bar on their main page.
3. Secretary, department chair and admin can track the progress of students and instructors from their main page by clicking on view progress button in their appropriate columns.

6. Special Requirements: The progress of the students and instructors are initialized as %0 at the start of the term. Student progress will be calculated according to their report status (no report, submitted, under revision, revision requested, accepted and denied). Instructor progress is tracked by the number of student reports under revision and revision requested status.

Use Case#7

1. Name: Evaluate Report

2. Participating Actor: Instructor

3. Entry Condition: After the semester begins and students are assigned, click the "Evaluate Report / Student" button where instructors see the assigned students list and their status.

4. Exit Condition: Clicking save and continue later button or clicking submit overall evaluation button

5. Flow of Events:

1. After clicking "Evaluate Report" button a pop-up informs the instructor about the status of student and the buttons are available according to the status.
2. Clicking "See internship report" button, instructor opens the submitted report.

3. While reading and evaluating the report, instructor can annotate the pdf file with their feedback.
 4. During this process, instructor can open the “criteria report mode” which halves vertically the same page by clicking the related button. If the criteria report is already submitted, this feature is not available to instructor.
 5. After the evaluation is done, instructor sends the annotated pdf with a comment to the student. If no revision is needed and the criteria report is not submitted, instructor is directed to “criteria report mode” after an informative pop-up.
 6. If a revision is needed, the instructor confirms the automatically suggested deadline and status of this report is changed to another pop-up asks them whether they want to “continue with the criteria report” or “exit”. If instructor clicks “exit”, instructor returns the assigned students list.
 7. If the instructor clicks “continue with criteria report”, “criteria report mode” is activated. When criteria report is done, by clicking “submit criteria” button instructor can finalize criteria form and status of this form is changed to “submitted”.
 8. If the instructor clicks “save and continue later button”, then the page is directed to the assigned students list by saving changes.
 9. If criteria is submitted, then instructor is directed to a page to finalize the grade form, whose parts are automatically filled according to the criteria report.
 10. Signs this form with their e-signature and submits the form. Then, the status of the student is updated accordingly.
6. Special Requirements: Work Place Evaluation Form must be arrived and satisfied to activate the “Evaluate Report” button. If a student withdraws the course “evaluate report” becomes deactivated and the status of the student became “withdrawn”.

Use Case#8

1. Name: Give Extension
 2. Participating Actor: Instructors
 3. Entry Condition: Their assigned student having an upcoming/ missed deadline.
 4. Exit Condition: Setting the new deadline to an appropriate date.
 5. Flow of Events:
 1. Instructor clicks the due date of the next revision in their assigned student row.
 2. Extension pop-up opens up and instructor
6. Special Requirements: Extended deadline date cannot be a date later than the last day of the semester.

Use Case#9

1. Name: View Announcement/ Calendar
2. Participating Actor: Student, Instructor, TA

3. Entry Condition: The participating actors must be logged into the system to view the calendar on their main page. View announcement text is also on the main page and on the introduction page. Users need not to log in to view announcements.

4. Exit Condition: If the user logs off, they need to log back in to view the calendar.

5. Flow of Events:

1. Users log into the system by entering appropriate credentials (email and password).
2. They will be directed to the main page.
3. The calendar is on the right side of the main page, indicating report deadlines and if any, revision deadlines.
4. If the users want to view announcements from the main page, users must click on the announcement button and they will be sent to the announcement page. Otherwise, users can access the same information from the introduction page without logging in.

6. Special Requirements: Since calendar contents are unique to all students, instructors and TAs, these users must log in to view the calendar. Announcement page contains general information which can be accessed from the information page and from the main page.

Use Case#10

1. Name: Receive Notification

2. Participating Actor: Students and Instructors

3. Entry Condition: Having an upcoming deadline or uploading a report or form.

4. Exit Condition: None

5. Flow of Events:

1. Students whose submission deadline is within that day receive a notification in the website and (if they want) in their webmail inbox.
2. Those who click the link in the mail are directed to their report submission page.
3. Instructors whose students asked for deadline extension can view these requests in their notifications. From there, they can accept or decline the request.

6. Special Requirements: Department secretary is responsible for entering each user's appropriate webmail address when signing them up. Users can delete their notifications from their inboxes. The information about notifications are detailed in the "State Diagrams" part of this report.

Use Case#11

1. Name: View Profile

2. Participating Actor: Instructors, Department Secretary and Department Chair

3. Entry Condition: Clicking the profile page button.

4. Exit Condition: Clicking out of the page.

5. Flow of Events:

1. Instructors, department chair and the secretary reach their profile page.
2. They can upload their e-signature in order to use it in the forms.

6. Special Requirements: The information in instructors' profile pages can only be changed by the department secretary.

Use Case#12

1. Name: Make Announcement

2. Participating Actor: Instructors, Department Secretary and Department Chair

3. Entry Condition: None

4. Exit Condition: None

5. Flow of Events:

1. Actors click make announcement button.
2. They enter the recipients' role and write their message.
3. They may set a deadline which would show up the recipients' calendar.
4. They click "Announce"

6. Special Requirements: Instructors can only make announcements for students whereas the secretary and department chair's announcements' scope is everyone. A Not Registered User can only see the secretary and administration announcements.

Use Case#13

1. Name: Create Department Secretary/Chair Account

2. Participating Actor: Admin

3. Entry Condition: Admin will click on the create new user button on their main page and will be redirected to creating the user page. Admin will enter the department secretary as the user role, email and the initial password for the system in that page.

4. Exit Condition: Clicking on the left arrow on the page will make the system return to admin's main page.

5. Flow of Events:

1. Admin will log into their main page.
2. They will click the create new user button on their main page.
3. Create user page will be shown and they will enter the department secretary as the role. Email and the initial password will also have to be provided in that page.

6. Special Requirements: There is no limit to the number of department secretary that admin can create, however, while creating each user, the admin must provide their role, email and initial password to the system. After this operation, the user list will be updated

on the database, so that the department secretary can log in to the system and change their password from their profile.

Use Case#14

- 1.Name: Initialize Semester
- 2.Participating Actor: Admin
3. Entry Condition: Admin will click initialize semester button on their main page.
- 4.Exit Condition: Clicking on the left arrow will redirect the admin to the main page.
5. Flow of Events:
 1. Admin will click the initialize semester button that will open up a page to add a list of users.
 2. Admin will enter users with department secretary and chair roles by filling in their email and initial password.
 3. Admin will enter add/drop, withdrawal and semester end dates so that those information can be used by secretary and instructors later on.
6. Special Requirements: Initializing the semester is a specific task for the admin. After admin creates secretary or department chair users, both these groups can create student and instructors into the system.

Use Case#15

- 1.Name: Sign Up
- 2.Participating Actor: Department Secretary
- 3.Entry Condition: Having a secretary account created and having initialized the semester.
- 4.Exit Condition: Completing the signing up process or clicking out.
5. Flow of Events:
 1. The department secretary logins to the system.
 2. Clicks “Create New User” button.
 3. In the directed page, the secretary specifies, user name, bilkent webmail address.
 4. By clicking the “generate” button for password, the secretary creates the user.
 5. It is also possible to see the users that are signed up in the system.
6. Special Requirements: The department secretary can only create users from their department. For student role users, the secretary needs to select whether they are taking xx299 or xx399. For instructors, the secretary needs to specify the upper limit of students that instructor could have.

Use Case#16

- 1.Name: Delete Instructor Account
- 2.Participating Actor: Department Secretary, Admin

3. Entry Condition: Having had the user in the question created.

4. Exit Condition: Clicking out

5. Flow of Events:

1. Secretary clicks the three dot button in the corner of the instructor button.
2. System check whether they are sure of the deletion with a pop-up window.

6. Special Requirements: If an instructor account is being deleted, their students are equally distributed to other instructors. The student's all reports with their previous instructor's revisions are transferred to their newly assigned instructors. The summer training grade form and criteria report is initialized from zero for the new instructor to fill.

Use Case#17

1. Name: Start Semester

2. Participating Actor: Department Secretary

3. Entry Condition: Last day of Add/Drop must have passed.

4. Exit Condition: All of the students that are signed up must be matched to an instructor.

5. Flow of Events:

1. Secretary matches all of the students to one of the instructors with an auto-match button.
2. If they want, they can change one of the matches by clicking the change the pairing.

6. Special Requirement: If one of instructors did not get any student, a pop-up screen asks if the secretary wants to delete the instructor or not.

Use Case#18

1. Name: View Instructor and Students

2. Participating Actor: Admin, Secretary, Department Chair

3. Entry Condition: Participating actors must be logged in. The view instructor or view student buttons will be on their main page in their respective columns.

4. Exit Condition: Logging off.

5. Flow of Events:

1. Admin, secretary and department chair will log into their system to view their main page.
2. They will click the view users list button on the main page.
3. The list of instructors will be displayed. Under each instructor, his/her students will be visible as a drop-down list.

6. Special Requirements: This feature will be implemented only after the students and instructors are added to the system. Otherwise, the viewer will only see the text list is not

initialized. If the semester has not yet started, all students will appear inside of the students part, and instructors will not have any students.

Use Case#19

1. Name: Create and Change Student-Instructor Pairings
2. Participating Actors: Department Secretary, Administration and Admin
3. Entry Condition: Admin initializes the semester
4. Exit Condition: None
5. Flow of Events:
 1. First, the admin clicks the "Initialize semester" button.
 2. Admin creates department secretaries and administration users
 3. Then, Department Secretary waits until Instructor Application deadline to pass and creates the instructor users of this semester
 4. Department Secretary then waits until add/drop week to end to create the Student and TA users of this semester
 5. Once Department Secretary finalizes the instructors, students and TAs, they click the "Start Semester" button
 6. This button automatically assigns all students an instructor.
 7. Then, department secretary and administration users can reach a page where each instructor's students are displayed in separate lists.
 8. When necessary, Secretary/Administration chooses the "edit" option on the page
 9. Then, the Secretary/Administration uses drag-and-drop functionality to rearrange the pairings that need to change or they can delete an instructor from the system (in which case that instructor's students are randomly distributed to other instructors).
 10. Finally, after they edit certain pairings, they can use the "save" button to save the changes.
 11. If there are instructors with no students, the system will notify the user that instructors with no students will be deleted if the current changes are saved.
 12. If the user chooses not to save the changes, they will remain in editing mode.
 13. If the user chooses to save the changes, instructors with no students will be deleted from the system, and current changes will be saved.
 14. The user will be returned to the viewing mode.

6. Special Requirements:

Admin can create all department secretaries and administration users. Student/Instructor pairings can only be done if both of them are in the same faculty. Also, secretaries and faculty administration can only see and edit pairings in their faculties.

Use Case#20

- 1.Name: Enter Summer Training Grade Average from Summer Training Evaluation Form
- 2.Participating Actor: Department Secretary
3. Entry Condition: The department secretary must be logged into the system and click on the enter company grades button on their main page under the students column.

4.Exit Condition: Clicking the left arrow will redirect them to the main page.

5. Flow of Events:

1. The secretary will log into their accounts and click on the enter company grades button on their main page.
2. A new page with the list of students will appear. Secretary will be able to insert keywords to search from the list.
3. After selecting a student, they can enter company grades.

6. Special Requirements: In the student list, there will be a status indicating whether the Summer Training Evaluation Form is given to the secretary. If the student's status is no, it will not be possible to enter summer training grade. Companies cannot directly access this system, therefore, in order to send the summer training grade average, they have to send it through students or online to the department secretary.

Use Case#21

1.Name: View Summer Training Grade Form

2.Participating Actor: Instructor, Department Secretary

3. Entry Condition: Click the student's report evaluation page.

4.Exit Condition: Click the left arrow button on the page

5. Flow of Events:

1. Instructor clicks the student's report evaluation page.
2. Then the page of the summer training grade form and students form opens side to side for that specific student.
3. Then the Instructor can see what is written on the summer training grade form for that specific student or change the contents of what is written in the form.

6. Special Requirements: Only the Instructor and Department Secretary can see Summer Training Grade Form

Use Case#22

1.Name: View Criteria Report

2.Participating Actor: Instructor

3. Entry Condition: Click the view criteria button on the student's report page.

4.Exit Condition: Click the left arrow on the page

5. Flow of Events:

1. Instructor clicks view criteria report on student's report page.
2. Then the page of the criteria report opens for that specific student.
3. Instructor then can see what is written on the criteria report for that specific student or change the contents of the criteria report written previously.

6. Special Requirements: Only the Instructor can see statistics Criteria Report. Instructors can always see the criteria report even for students with unfinished progress for convenience.

Use Case#23

1.Name: Set Initial Deadline

2.Participating Actor: Department Chair

3. Entry Condition: Having no current deadline for the first report submission

4.Exit Condition: Setting an appropriate date for deadline

5. Flow of Events:

1. Department chair clicks on the set initial deadline button and chooses a date that is after the day of initialization.
2. Chair saves the date and instructors, students and TA get a related announcement, and the date appears on their calendar.

6. Special Requirements: In the second step of the project, stakeholders will be consulted about whether or any extension will be applicable to this deadline or not. Those students who miss the deadline by not submitting anything will automatically get unsatisfactory in their status.

Use Case#24

1.Name: View Statistics

2.Participating Actor: Department Chair, Instructor

3. Entry Condition: The department chair or instructor can access the statistics page from their respective main pages by clicking on the statistics logo, which will open the statistics page.

4.Exit Condition: Users can exit the statistics page by either clicking on the main page logo or selecting the left arrow icon on the page.

5. Flow of Events:

1. Users access the statistics page by clicking on the statistics logo located on their main page.
2. After clicking on the statistics logo, the statistics page will open.
3. In the statistics page, users can view various types of statistics such as the number of students who have completed their progress, the average time taken to upload revisions or abet statistics of semester if semester is ended..

6. Special Requirements: Only the department chair and instructor can see statistics in the system. At the end of every semester statistics of the semester are added to the semester folder.

Use Case#25

1.Name: Check Submitted Report

2. Participating Actor: TA

3. Entry Condition: The TA should be logged into the system. They will see a list of students they are assigned to and the internship report status (no report, submitted, under revision, revision requested, accepted, and denied). If the report status is submitted, the TA will be allowed to give feedback to them accordingly.

4. Exit Condition: Logging off

5. Flow of Events:

1. The TA will log into the system.
2. The main page will include the list of students they are assigned to and the student report status.
3. Reports that are in submitted status will have a view button on the side. TA can open the file with this button.
4. Student report will be displayed and TA can check the report and give feedback.

6. Special Requirements: TAs do not have specific deadlines to give feedback to the student reports. TA checking is not a prerequisite to the instructor grading, therefore, a report can be graded when its TA checking status is no.

Use Case#26

1. Name: Change Withdrawal Status

2. Participating Actor: Department Secretary

3. Entry Condition: Click the white square under “W” on the view user list page. After that a pop-up appears and asks for further approval.

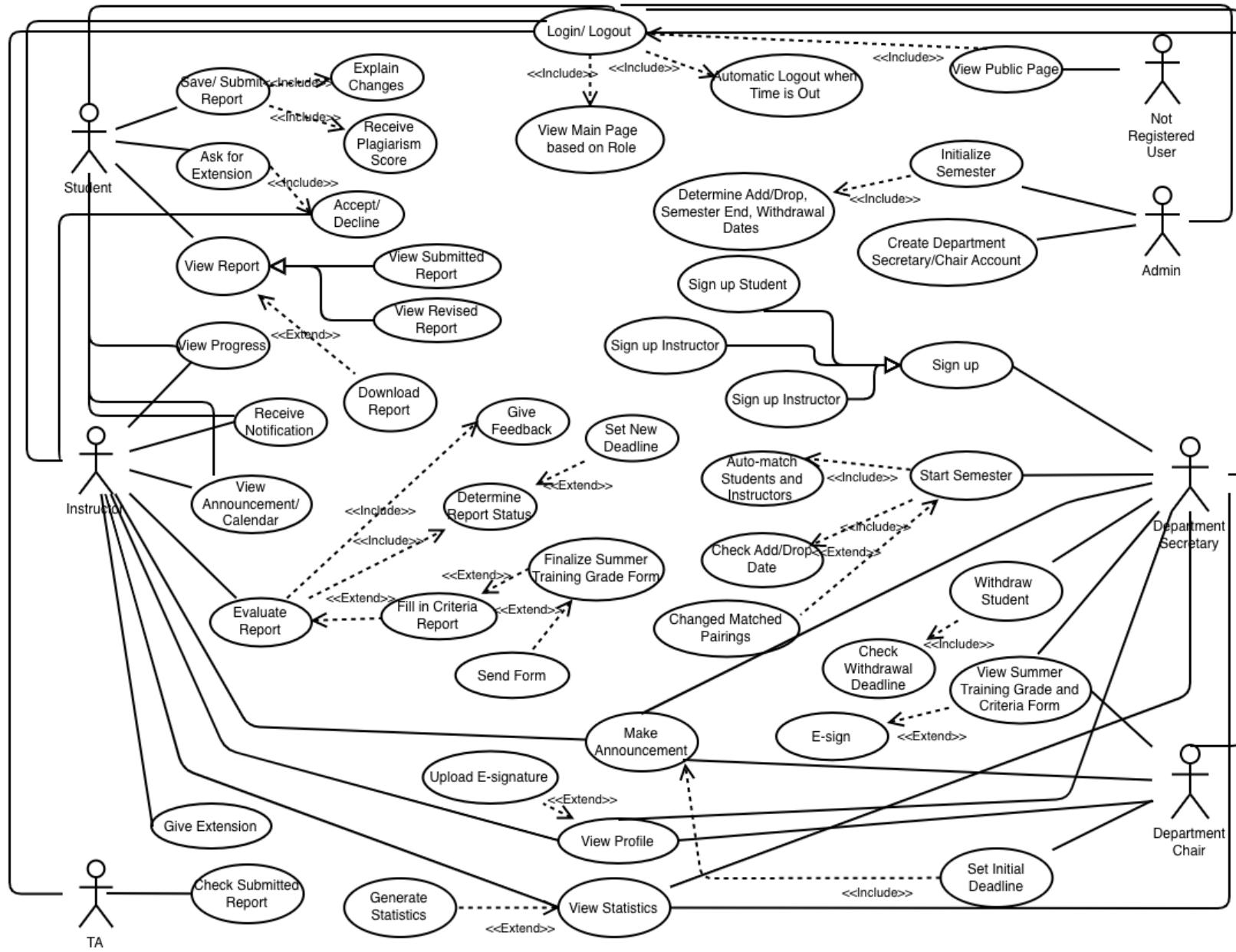
4. Exit Condition: Click the no button on pop-up.

5. Flow of Events:

4. Secretary clicks the white square under “W” on the view user list page.
5. Secretary clicks the yes button on the confirmation pop-up that appeared.
6. Withdrawal status of the student is changed and student’s instructor receives a notification.

6. Special Requirements: Only the Department Secretary can change the withdrawal status of students.

3.4.2 Use Case Model



ACTORS

Not Registered Users - These users are not granted access to the system and can only view the public pages such as the announcement page and the introduction page.

Admin - This user will create the department chair and secretary users and will have access to view all other users. The main focus of this role is assigning login credentials for all users.

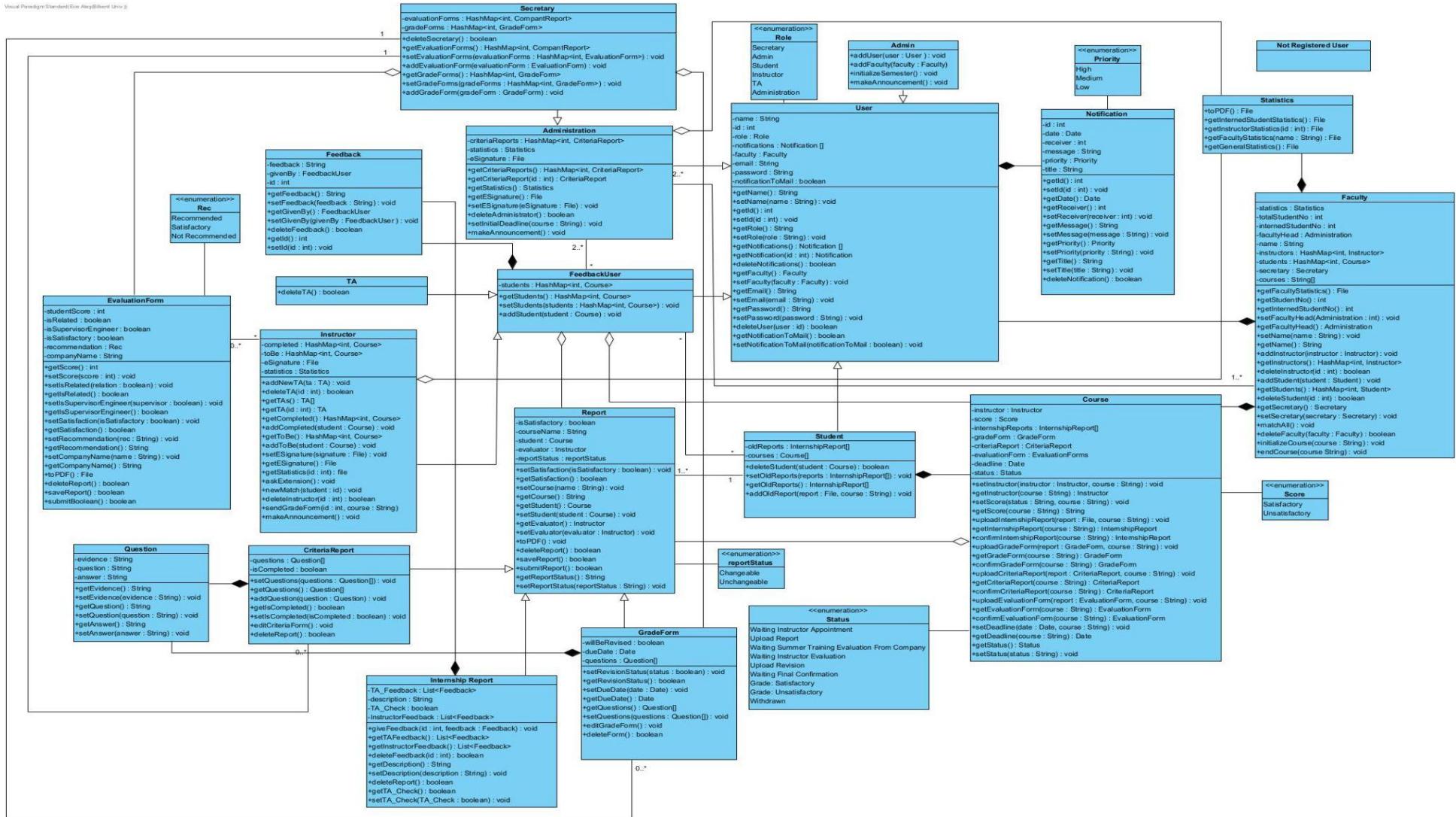
Department Chair - This user will be able to view all users within department scope. They can make student assignments to instructors, view grades and criteria form. The primary task of this role is setting an initial deadline for internship report submission.

Department Secretary - This user will add students, instructors and TAs to the system and make student assignments to instructors. They also will enter company grades for students which is a prerequisite for instructors to grade internship reports. Once they create accounts for all the users taking XX299 and XX399 courses, they can start the semester.

TA- The TA users will check submitted student reports.

Instructor - This user will grade the student reports, will fill in the criteria report according to internship reports. During this process, they can make announcements, request revisions and grant deadline extensions. They will finalize the grading by submitting the grading and criteria report with their e-signature and the final version of the student internship report.

3.4.3 Object and Class Mode



User Class: The user class is the parent class of all the logged in users that contains the fundamental requirements. Each user has a role and a department so that the system can distinguish them correctly.

Role Enumeration: "Role" enumerates the possible roles of a user except visitor user.

Student Class: Student class is where students' old reports and current courses are held.

Course Class: Course class is where the student's internship-related reports are held. It also has the student's current status and deadlines. The system automatically assigns deadlines for each revision, but students can ask for extensions.

Admin Class: Admin creates the initial secretaries and users. It also initializes faculties (which have student and instructor lists). Also, they can make announcements.

Notification Class: Notification from the system can be sent to every user. Its primary purpose is to remind users about deadlines or important things that require attention (such as plagiarism detections, course or form status changes, etc.).

Priority Enumeration: Priority enumerates the possible importance level of the notifications

Statistics Class: Statistics class calculates several statistics about instructors, students, and faculties. Only Tas and the students can't reach this object. Other users can see any of the mentioned statistics on their profile page.

Faculty Class: The faculty class represents the engineering faculties at Bilkent. Each user has a faculty and can only interact with the users sharing the same faculty. The faculty class holds students, instructors, the department chair, and the faculty secretary.

Report Class: Report class is the parent class of the main three reports of the system, which are grade form, internship report, and criteria report. It contains the main elements of all three classes, like `courseName` and the grade status of the form. Those reports can be saved or submitted. All reports are initially set to "changeable" status. When a report is submitted its status becomes "unchangeable".

GradeForm Class: The grade form represents the form an instructor (or sometimes faculty secretary) fills to evaluate a student's internship. This report's outcome mainly decides each student's status. First, the summer training evaluation form from the company is examined. If the faculty secretary finds the evaluation form satisfactory, the student's instructor evaluates the student's internship report. When unsatisfactory, the student receives feedback and is expected to update their report, or they may fail the class. If satisfactory, the instructor fills out the criteria report to justify why the internship report was satisfactory. If the score from the criteria report is high enough, that student receives a "satisfactory" grade for the related course.

InternshipReport Class: Internship Report is the report a student prepares after their internship. In this report, students talk about the work they accomplished and the experiences they gained during the internship. The student's instructor decides whether the

report is satisfactory or needs revision. This part is used in the second part of the grade form.

CriteriaReport Class: Criteria Report is where the instructor describes the parts they thought made the report satisfactory and rates it according to specific criteria. For each question, the instructor needs to explain the rating they've given.

Question Class: Question class is used for questions on the criteria report and the grade form. The "Evidence" part of the class is optional and might not be used (for example, it'll be used in criteria form but not in grade form).

EvaluationForm Class: Summer Training Evaluation Form is the evaluation of a student's work during the internship period. The student's employer rates the student according to some criteria unbeknownst to the student. Those ratings are used in the first part of the grade form.

FeedbackUser Class: FeedbackUser class is the parent class of the users who give feedback: TAs and instructors. It contains base elements of the two classes, like students or giving feedback.

Instructor Class: The instructor class is responsible for filling out the criteria form and (most of) the grade form. Each instructor has multiple students. They can approve the internship reports or send them back for revision. They can sign the forms with eSignatures. Also, they can view the statistics related to their faculty and make announcements.

TA Class: TA class' main purpose is to supply feedback to students' internship reports. TAs are independent of the instructors.

Feedback Class: Feedback represents the feedback given by TAs and the instructor to students' internship reports.

Rec Enumeration: Rec enumerates the possible options and how satisfactory the company a student interned in can be.

Administration Class: Administration symbolizes the administration part of each faculty. We will not use a separate class for department chairs. They can view the instructors' finalized criteria reports and their faculty's statistics. They can sign forms with eSignature. Also, they can change the student/instructor pairings within their faculties. They also set the initial joint deadline. Also, they can make announcements.

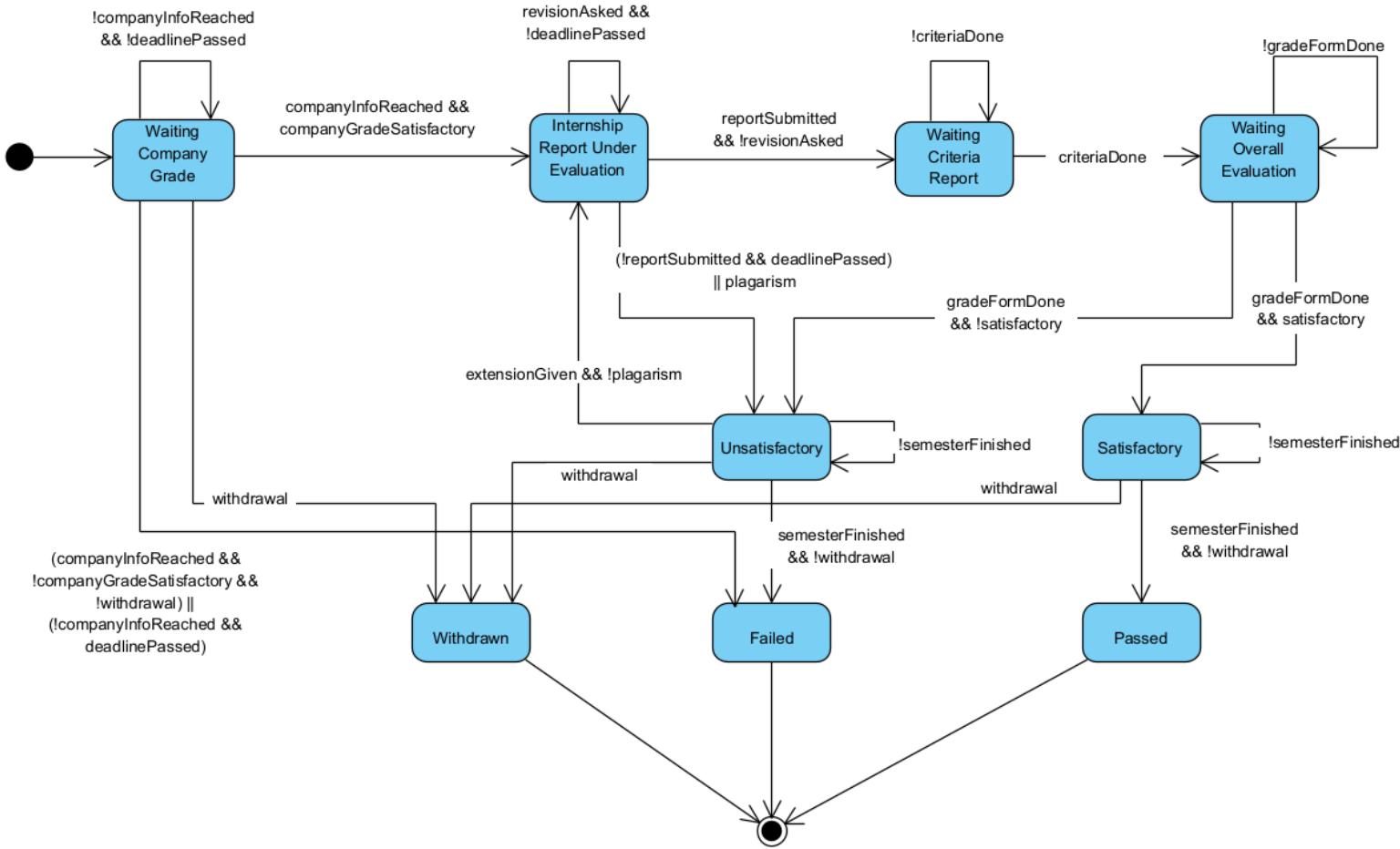
Secretary Class: Secretary is a child class of the "Administration" class. They handle the initialization and the completion of the grade form. They fill out the initial part of the grade form and finalize the student's grade. They can see the statistics of their faculty and view finalized evaluationForms and gradeForms of instructors. They can sign forms with eSignature.

Not Registered User Class: Visitor class represents the users that didn't login to the website. Their functionality is very limited. They can only see the announcements and login.

3.4.4 Dynamic Models

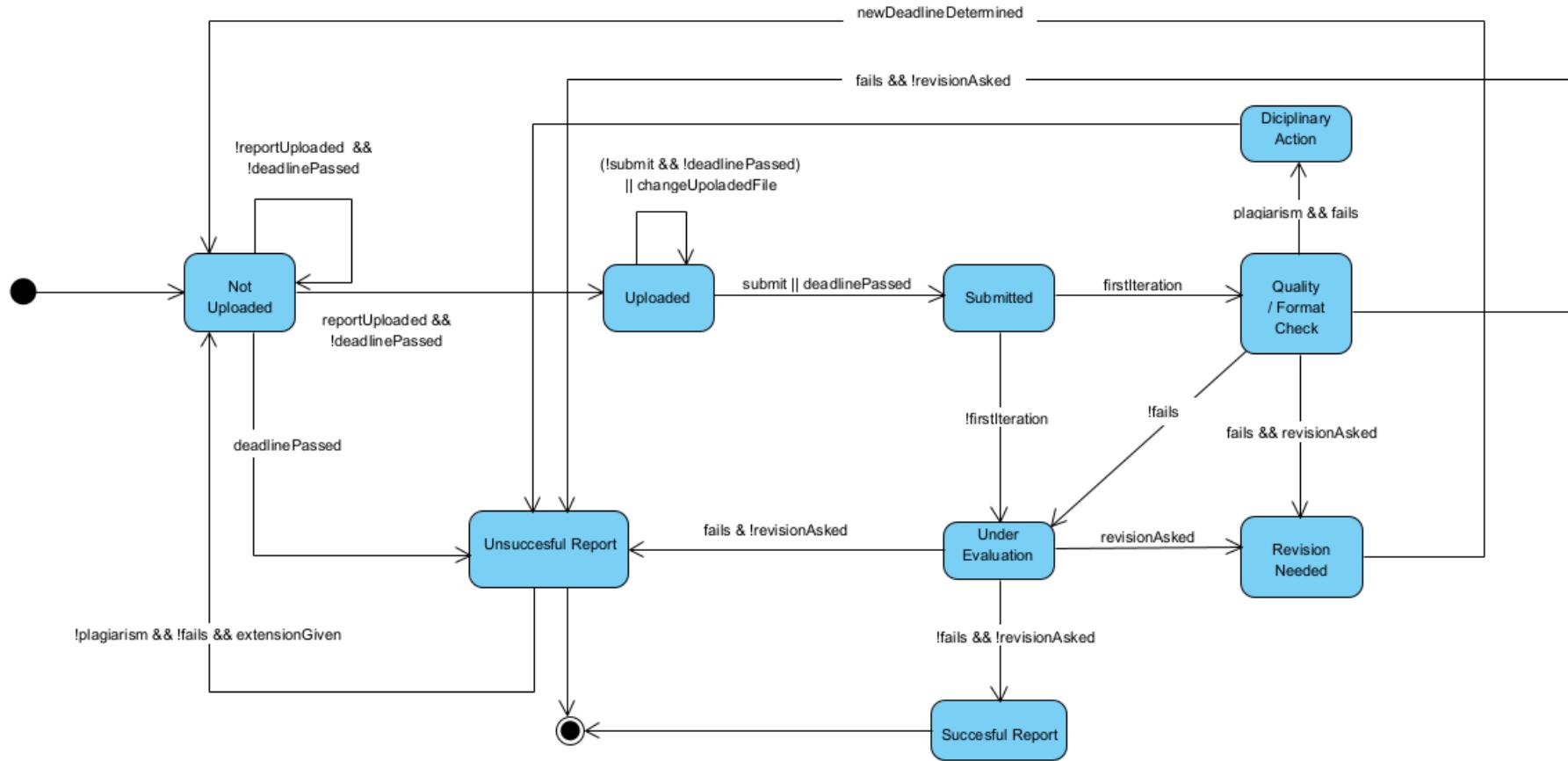
3.4.4.1 State Diagrams

State Diagram 1: Student State Diagram



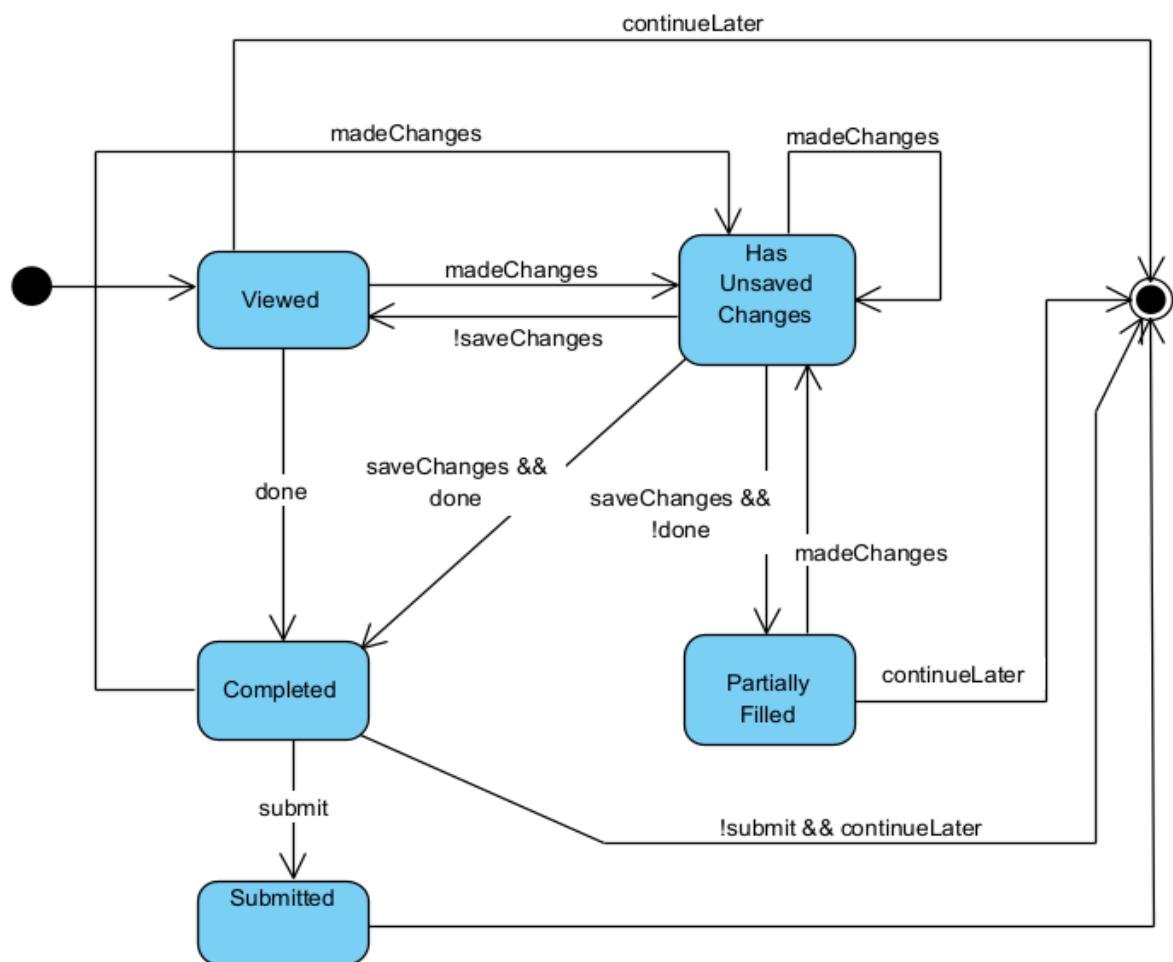
This diagram represents the student state at a higher level. The revision count is abstracted. States of students can be considered as states of students from a point of view of the administration. Also, note that this diagram displays the students who have only one course. If a student takes another internship course, the same procedure also applied to another course.

State Diagram 2: Internship Report State Diagram



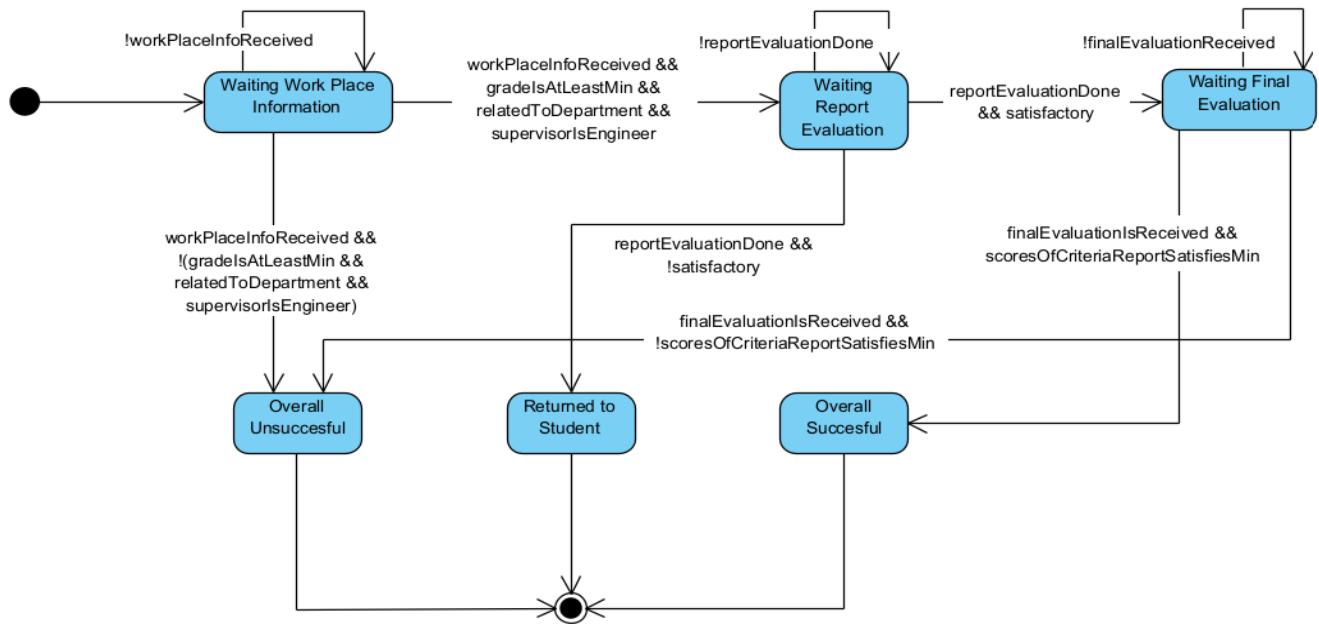
Internship report is the report that is written for x299/399 course of the related department, which is written about his/her internship experiences and workplace experiences in the previous summer. These states can be considered as states of the internship report as a point of the student. Note that a student is able to upload his/her form temporarily and when the deadline passes or the submit button is clicked it is ready to be evaluated.

State Diagram 3: Evaluation Criteria Report State Diagram of A Student



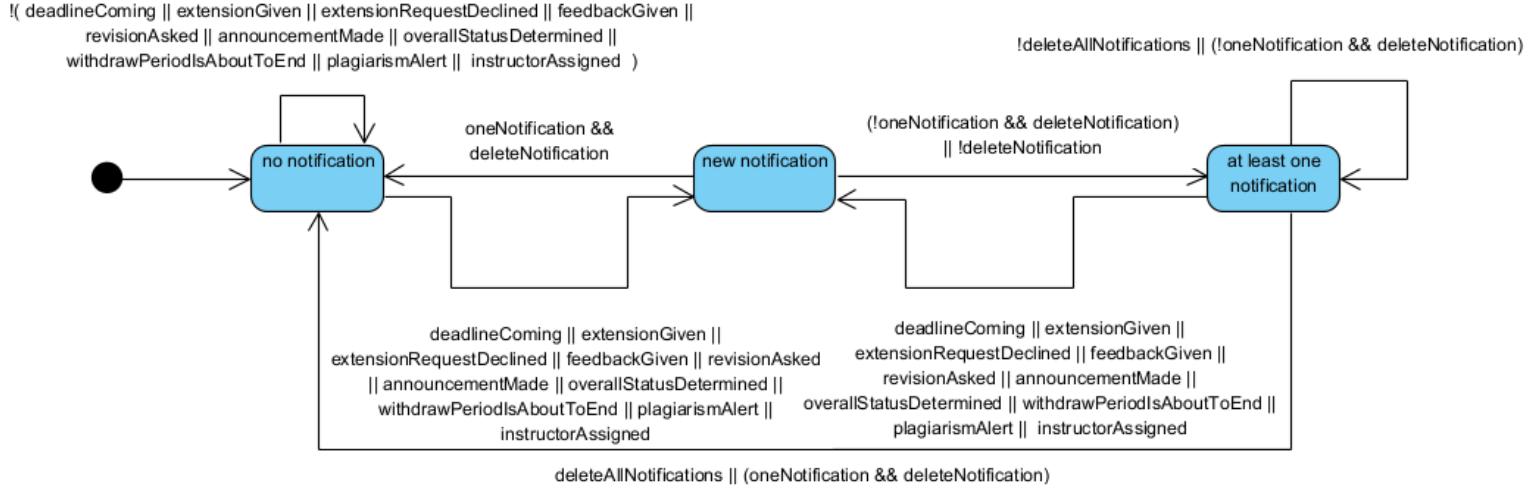
Evaluation criteria report is the report that is required to be filled out with evaluation of the work and evaluation of the report with evidence from the report and quality score by the instructor, which is required for ABET accreditation. Therefore, every student who is taking x299/399 courses has a criteria report to be filled out by their instructor. As well as filling and submitting the form at once, an instructor might partially fill out this form, save and continue later. After all the questions are completed, the form should be submitted. It is assumed that after submission no changes can be done.

State Diagram 4: CS Summer Training Grade Form State Diagram

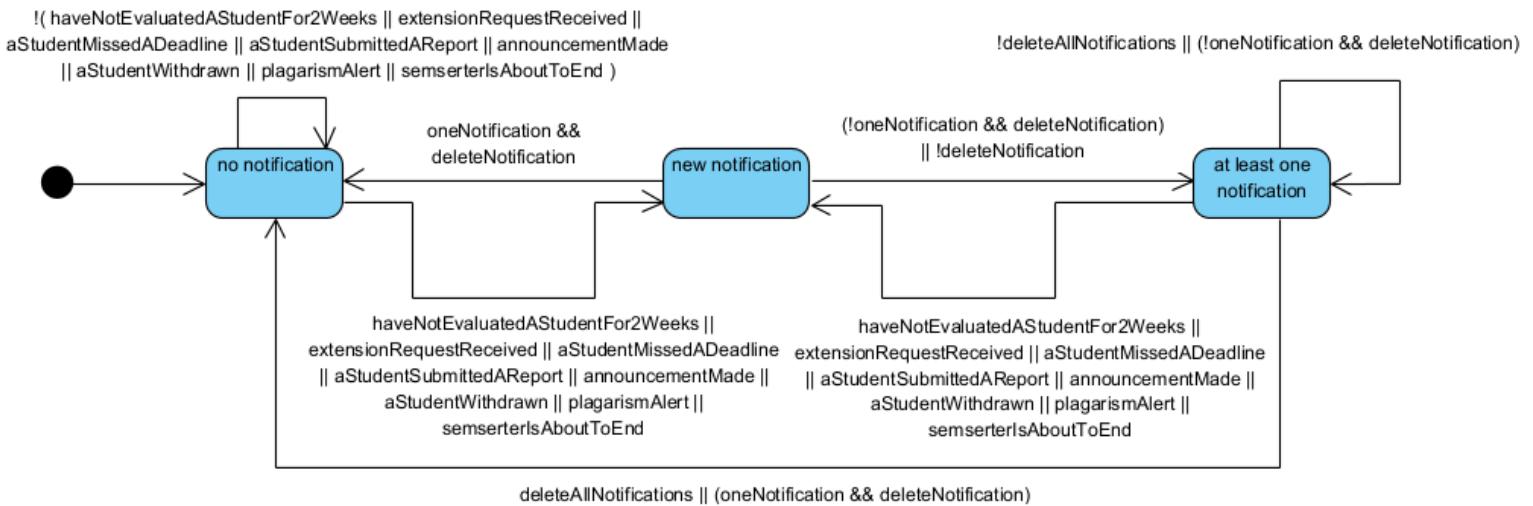


This state diagram describes the stages of summer training grade form. Part A of the grade form is evaluated by the secretary according to the workplace information and students may be considered overall unsuccessful if the minimum criteria is not met. If they satisfy the minimum conditions, report evaluation is then done by the instructors and they may request revisions. This process is integrated in the report evaluation process.

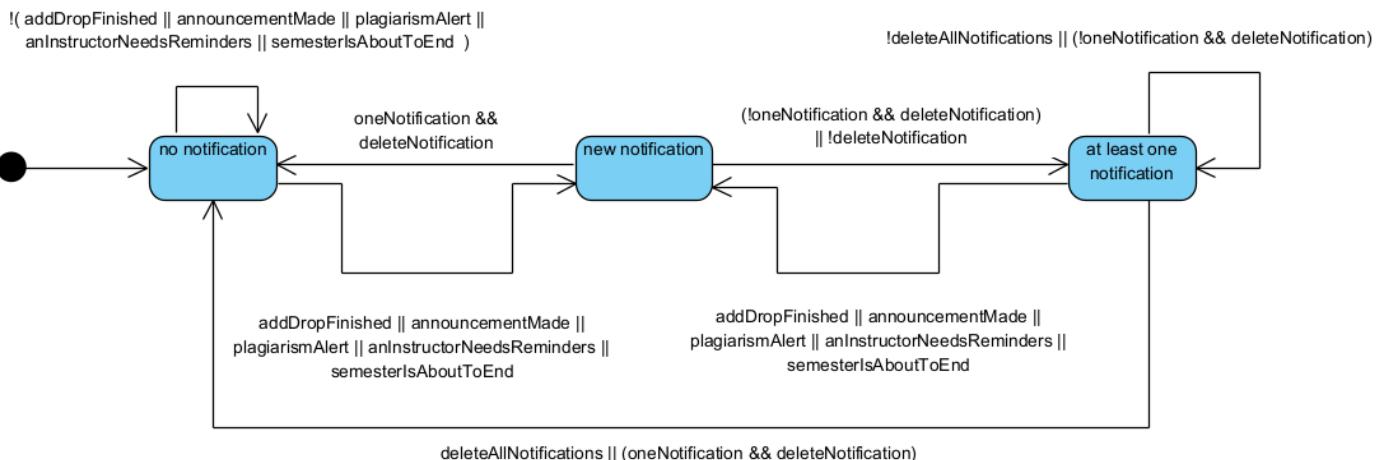
State Diagram 5: Notification State Diagram for Student



State Diagram 6: Notification State Diagram for Instructor



State Diagram 7: Notification State Diagram for Secretary



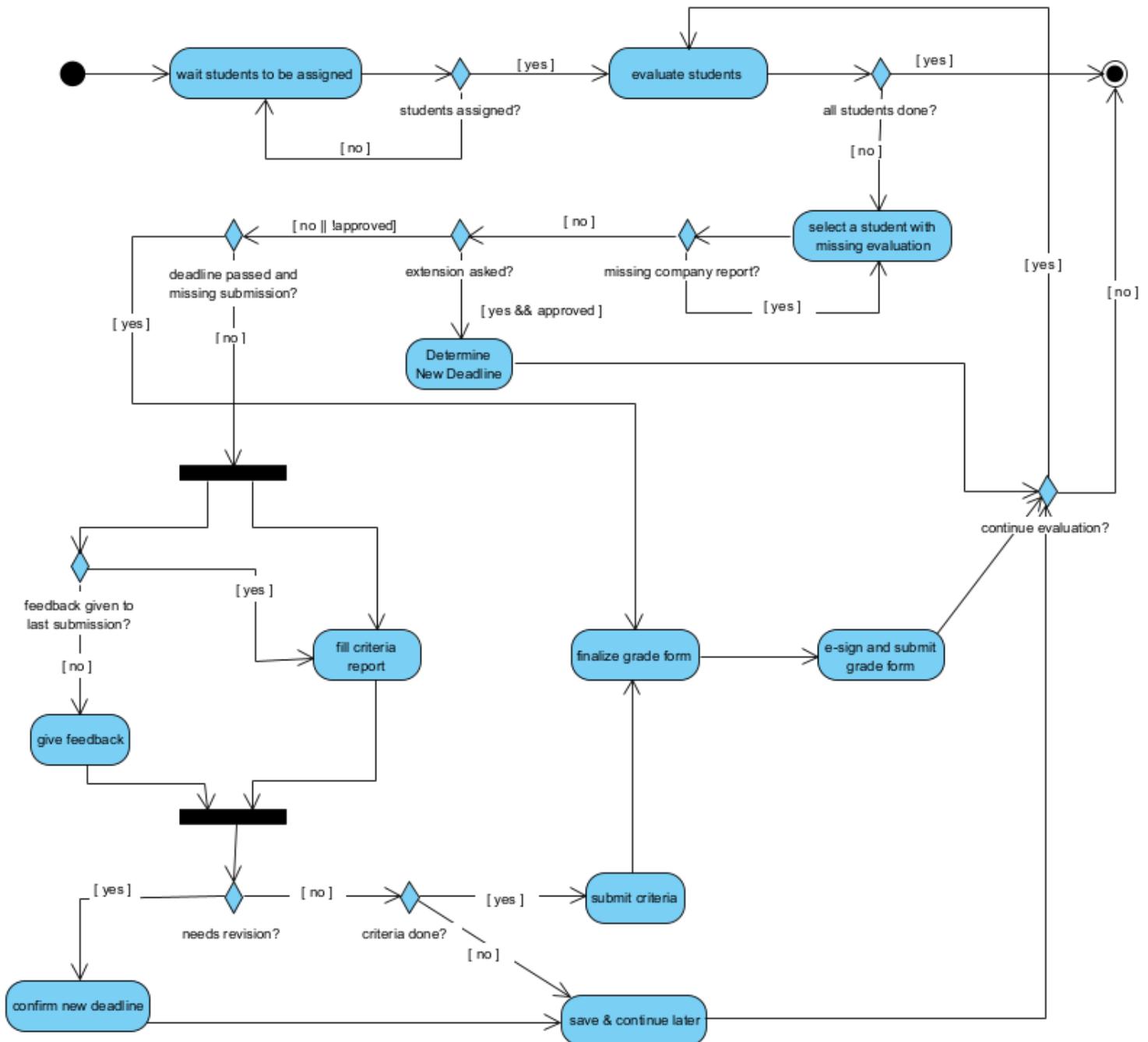
Notifications:

- ***deadlineComing*** | Reciever actor: Student
If an internship report of a student requires submission and the student hasn't submitted it, the system notifies the student in specified times (three days before submission deadline and the deadline day).
- ***extensionRequestReceived*** | Receiver actor: Instructor
If a student needs additional time to upload an internship report, he/she should request an extension before a determined deadline comes. Once he/she sends an extension request to their instructor who are responsible for him/her, the system notifies the instructor.
- ***extensionRequestDeclined*** | Receiver actor: Student
If an instructor receives an extension request, the instructor may decline the request and the deadline remains unchanged. The system notifies the student who has asked for an extension with this decision.
- ***extensionGiven*** | Receiver actor: Student
If an instructor receives an extension request, the instructor may approve the request and can determine a new deadline. Also, an extension can be given without the extension request, in both of the cases the system notifies the student whose submission deadline is modified.
- ***aStudentMissedDeadline*** | Receiver actor: Instructor
If a student didn't submit his/her internship report and the deadline passed, then the instructor who is evaluating his/her report is notified.
- ***aStudentSubmittedAReport*** | Reciever actor: Instructor
If a submission is required and a student uploads his/her internship report to be evaluated, then the instructor who is evaluating his/her report is notified.
- ***feedbackGiven*** | Receiver actor: Student
When an instructor gives feedback about a report, the system notifies the student whose report is evaluated.
- ***revisionAsked*** | Receiver actor: Student
If an instructor asks some changes in report accounting to his/her feedback, the system notifies the student with this decision and new submission deadline whose report is evaluated.
- ***overallStatusDetermined*** | Receiver actor: Student
If a student report is eligible for evaluation (passed minimum Summer Training Evaluation Form threshold, not withdrawn etc.) and after this report evaluation is done, the instructor confirms the overall status of the student whether he/she is satisfactory or unsatisfactory. Then this decision is done, the system notifies the student.

- *semesterIsAboutToEnd* | Receiver actor: Instructor, Department Secretary
If the instructor hasn't finished the all criteria reports or all the grade forms of his/her assigned students and one month remains for semester to end, the system notifies the related actors.
- *withdrawPeriodIsAboutToEnd* | Receiver actor: Student
All students who are registered in the system are notified by the system 2 days before the withdrawal period is ended.
- *aStudentWithdrawn* | Receiver actor: Instructor
If a student withdraws one of the internship courses and the secretary updates the withdrawal status of the student in the system after the withdrawal period, then the instructor who is evaluating his/her internship report is notified.
- *haveNotEvaluatedAStudentFor2Weeks* | Receiver actor: Instructor
If an instructor has at least one student whose reports are available to evaluate for 2 weeks and he/she didn't give any feedback, the system reminds the instructor to evaluate these reports.
- *addDropFinished* | Receiver actor: Department Secretary
When the add/drop period ends, the secretary is notified by the system so that he/she is informed that there will be no more students to add or delete and can start the semester.
- *anInstructorNeedsReminders* | Receiver actor: Department Secretary
If an instructor gets *haveNotEvaluatedAStudentFor2Weeks* notification two times in a row, the department secretary is notified.
- *plagiarismAlert* | Receiver actors: Student, Instructor, Department Secretary & Chair
If the internship report is marked as plagiarized in Quality/Format check, the related actors are notified.
- *announcementMade* | Receiver actors: Student, Instructor, TA, Department Secretary, Department Chair
If an announcement is made, actors receiving it are notified.
- *instructorAssigned* | Receiver actor: Student
When the department secretary assigns an instructor to a student as an evaluator of internship report or a change occurs in evaluator and a new instructor is assigned, students are notified by the system.

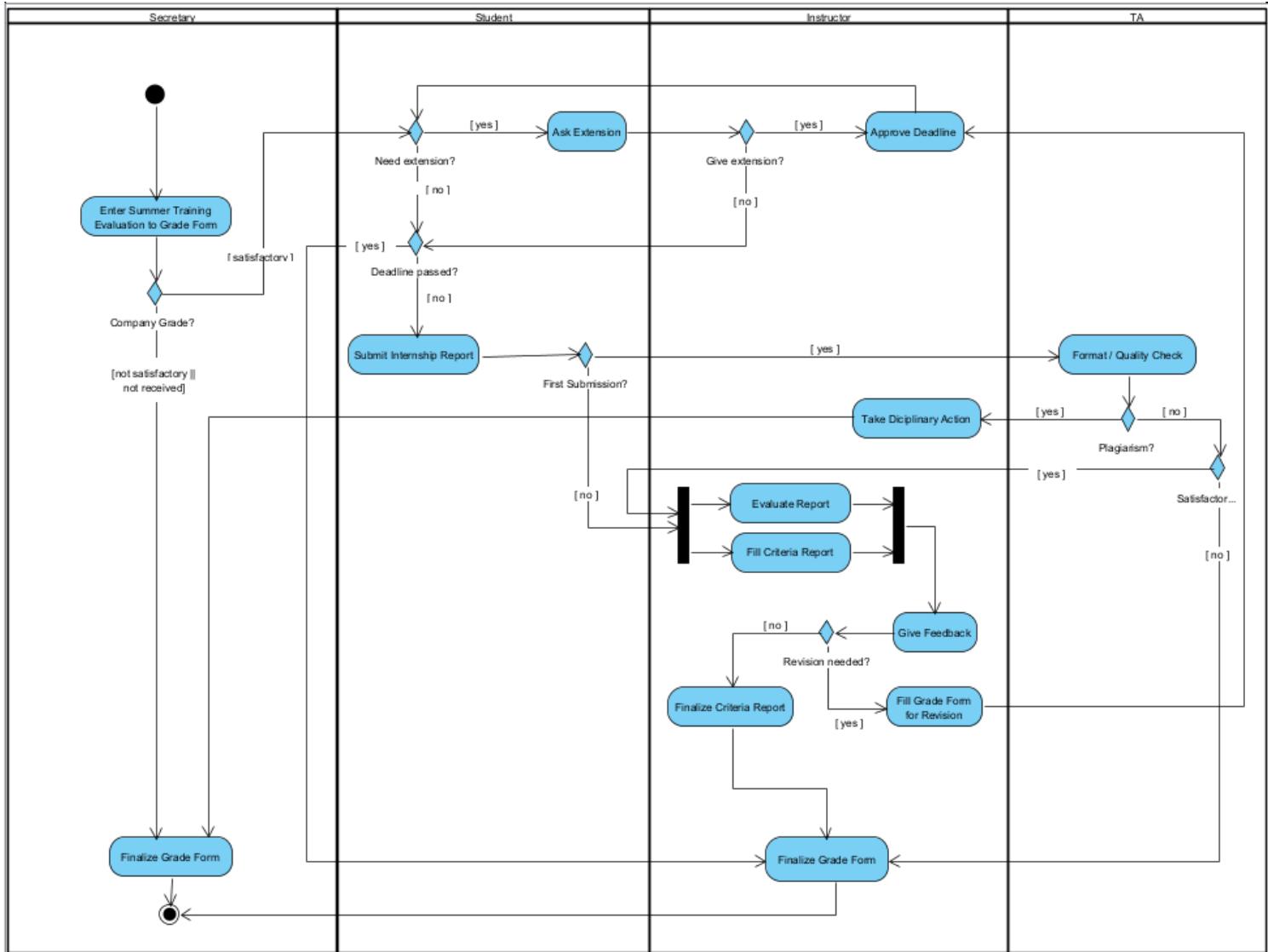
3.4.4.2 Activity Diagrams

Activity Diagram 1: Instructor Activity Diagram



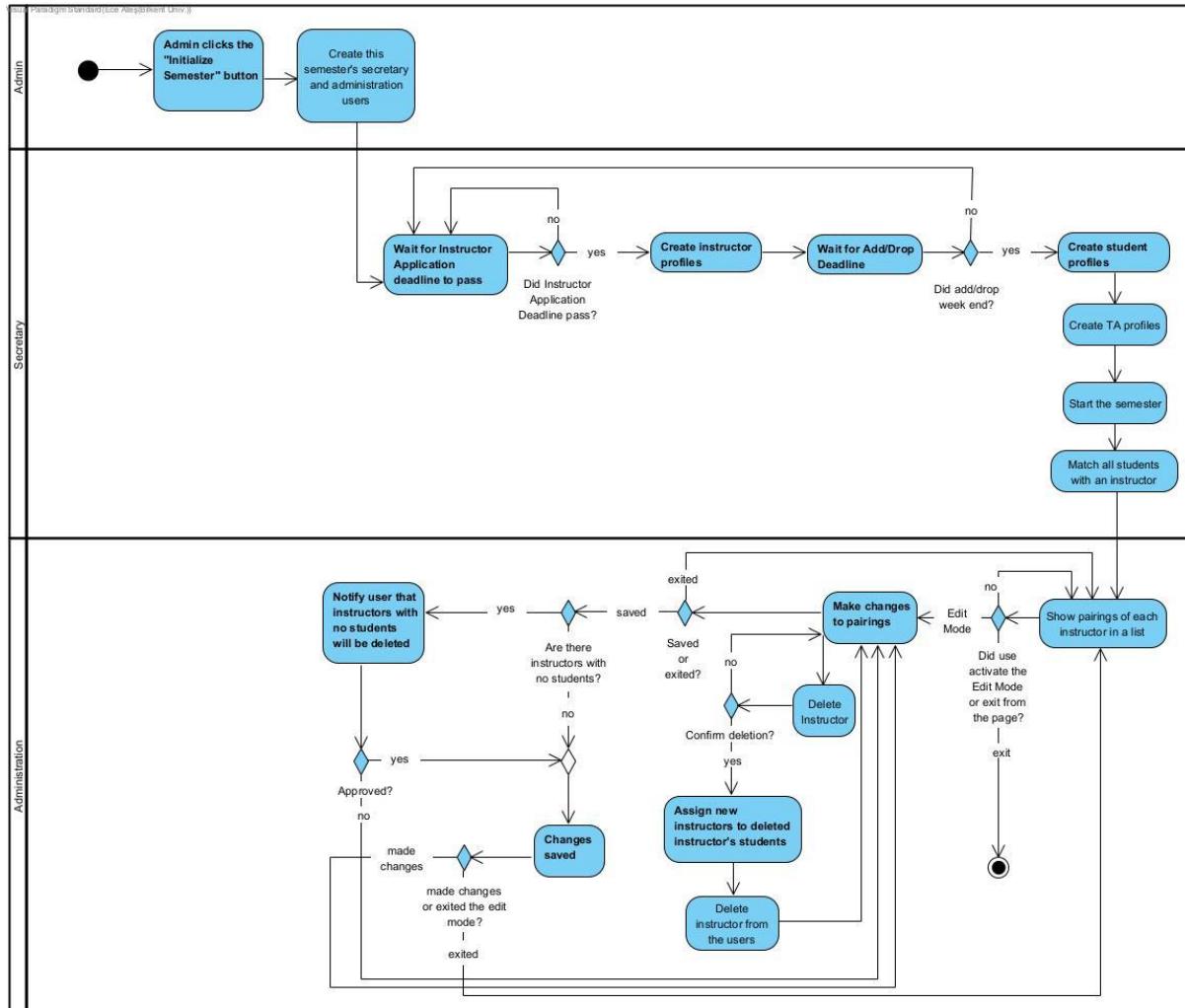
After the instructor profile is created by the secretary, they wait to be assigned to students. After assignments, instructors can start evaluating the student reports. During this process instructors will select a student with missing evaluation. Here, students' company grade is a prerequisite for grading. Students may ask for extensions and if they are granted, the instructors will set the new deadline. Students cannot ask for extensions if the initial deadline is passed. They will be filling the criteria report and depending on its status, instructors can choose between save & continue later or submit. Once they submit a criteria report, they will be directed to finalize the grade form with their e-signature. This cycle continues until every valid student report is graded.

Activity Diagram 2: Internship Report Evaluation Diagram



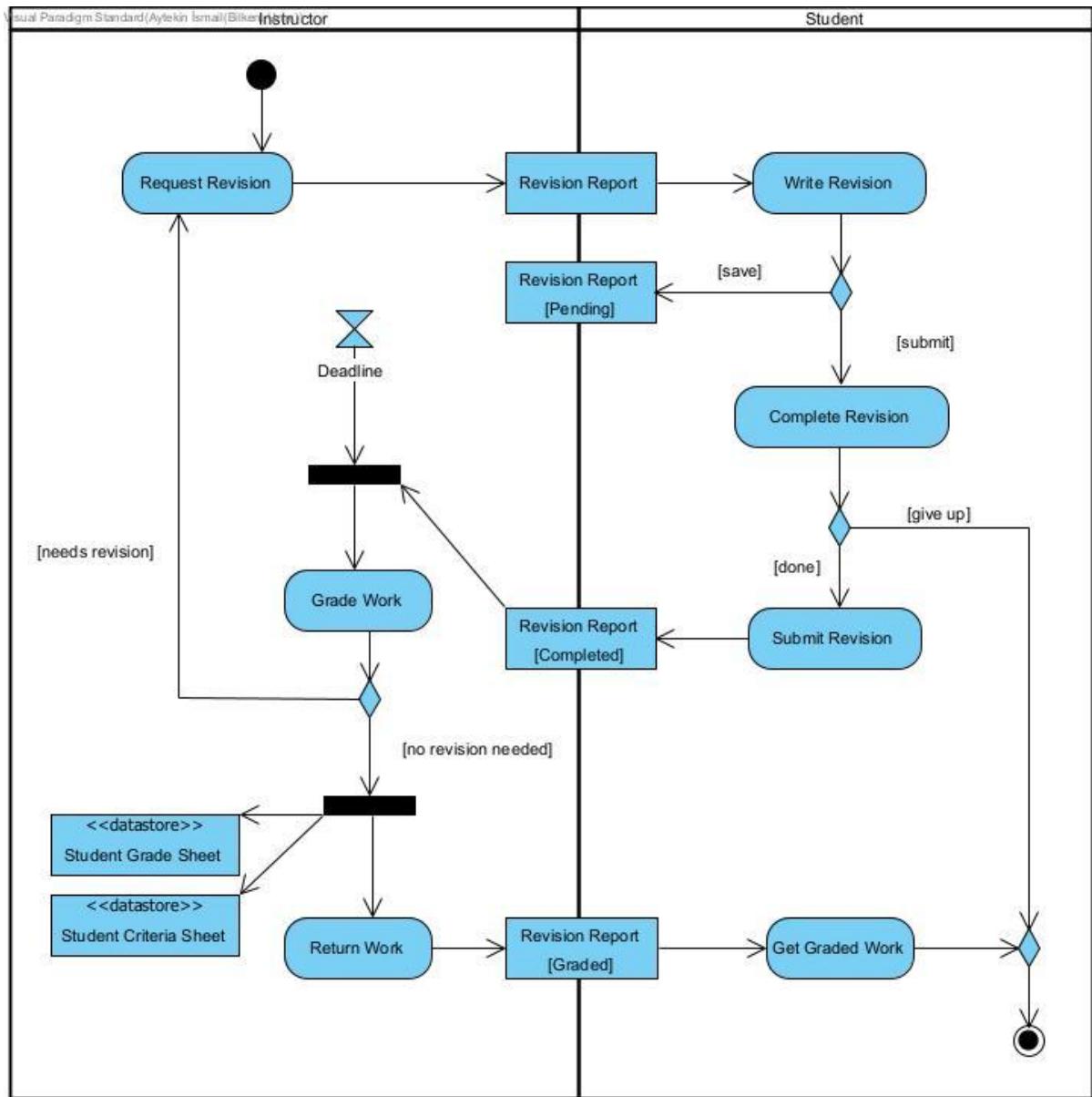
As a design choice, filling criteria report option for instructors is available even if revision is needed in the internship report. This choice resulted from giving flexibility to instructors when evaluating reports especially when they asked for minor revisions in student internship reports. Finalizing grade form action includes submitting all related reports of the student, e-signing the document with name, date and e-signature. It is assumed that if a student fails because his/her Summer Training Evaluation Form threshold is not met or the report is plagiarized, then the department secretary finalizes the grade form. Otherwise, the instructor finalizes the form.

Activity Diagram 3: Student Assignment Activity Diagram



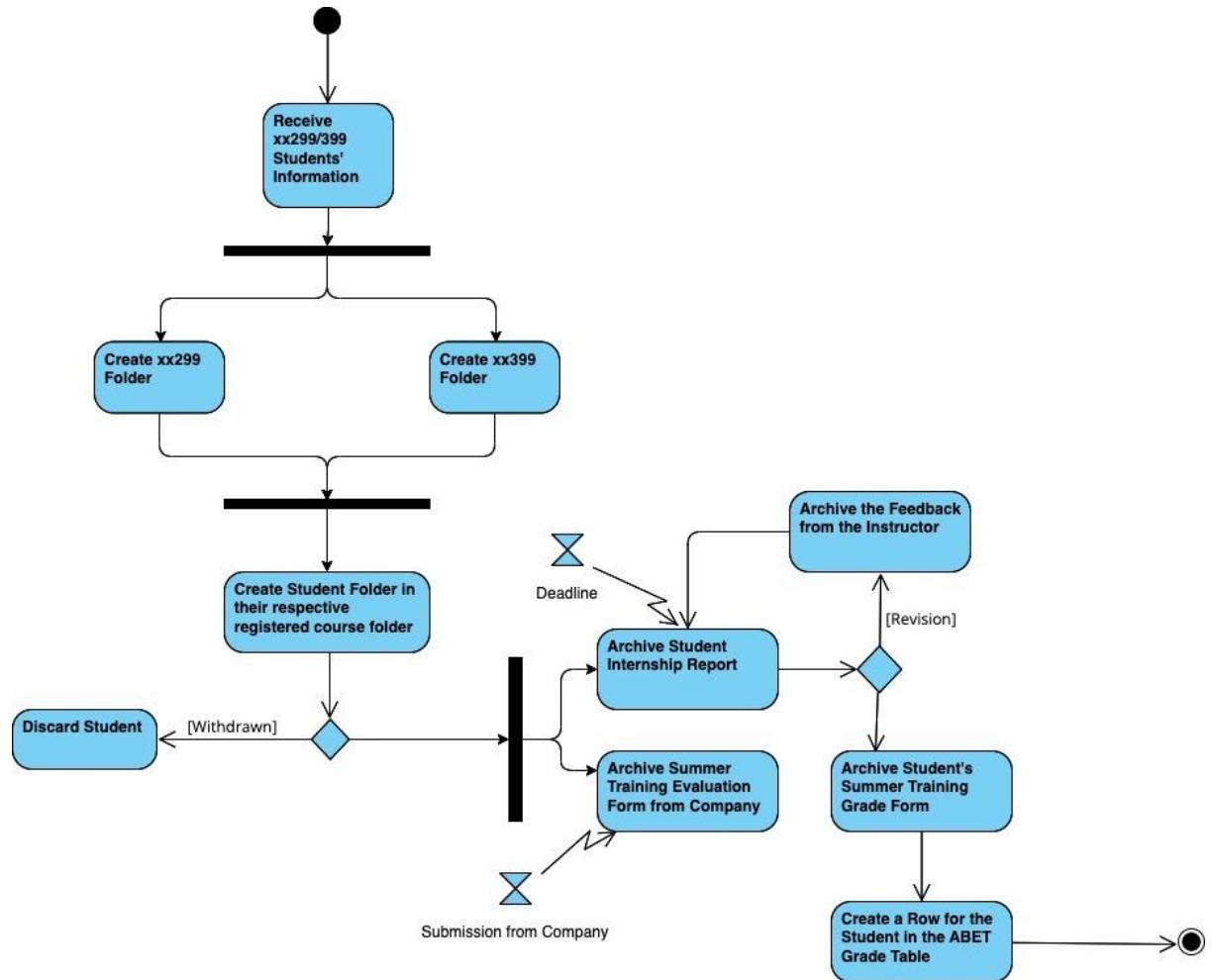
In Student Assignment, the system first waits for instructors and students of the courses to be finalized. After that, the secretary initializes the courses. Then, the system automatically assigns each student to an instructor. After the first initialization, administration and secretary can see the pairings on the related page. They can change the pairings in the edit mode by drag-and-drop functionality. If there are instructors left without students after the changes, the system deletes those instructors by first asking for confirmation from the user that made the changes.

Activity Diagram 4: Revision Activity



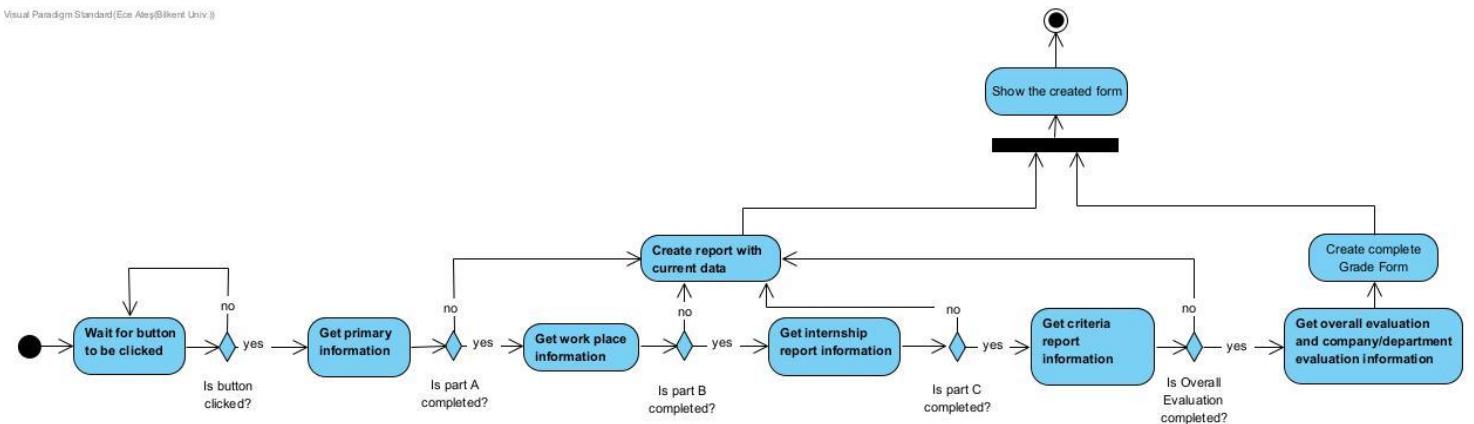
Once the instructor requests for revision, students will be able to see their reports with feedbacks. They will update their report according to the feedback and may choose to save their draft in the system. Once they complete and submit the revision within deadline confirmed by the instructor, their reports are graded. Instructors can request for further revisions, or conclude that no revision is needed. Based on the report, instructors will fill in and store student grade form and criteria form and return the final version of the student report into the system.

Activity Diagram 5: Report Archiving Activity Diagram



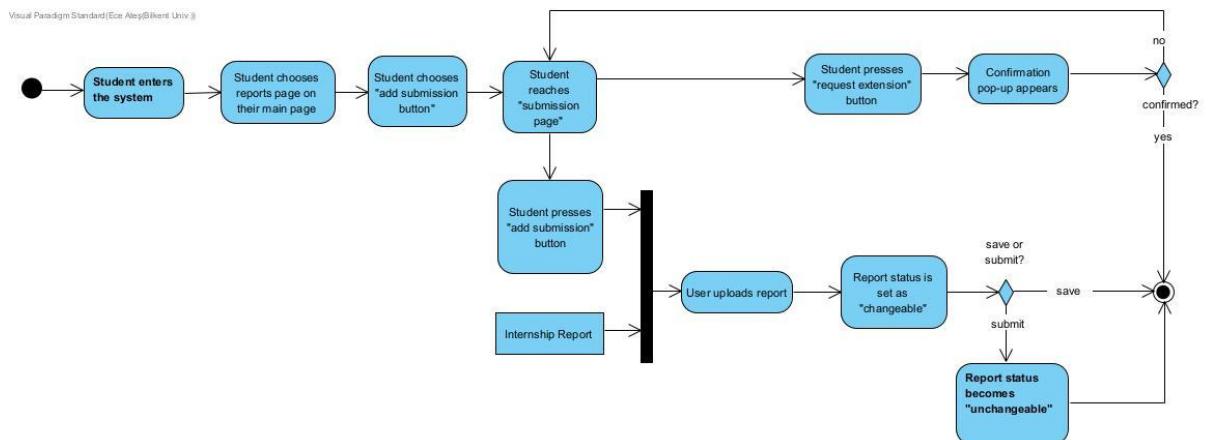
All of the activity stages above are realized by department secretaries. It demonstrates the specific actions taken in order to update the students' archive where student Summer Training Evaluation Form from their company, their internship reports with each version and their respective feedback are held. In the final, the secretary archives the Summer Training Grade Form sent by the instructor. After the student's forms are archived, a row in the ABET student grade table is created for the student with their grades received for each component of criteri report.

Activity Diagram 6: Autogenerate Form Activity Diagram:



Users except TAs and students can generate the forms in order to print and sign it. After a related button is clicked for a form, the system collects the data entered so far to fill the form. The generated form then appears to the user as a PDF file.

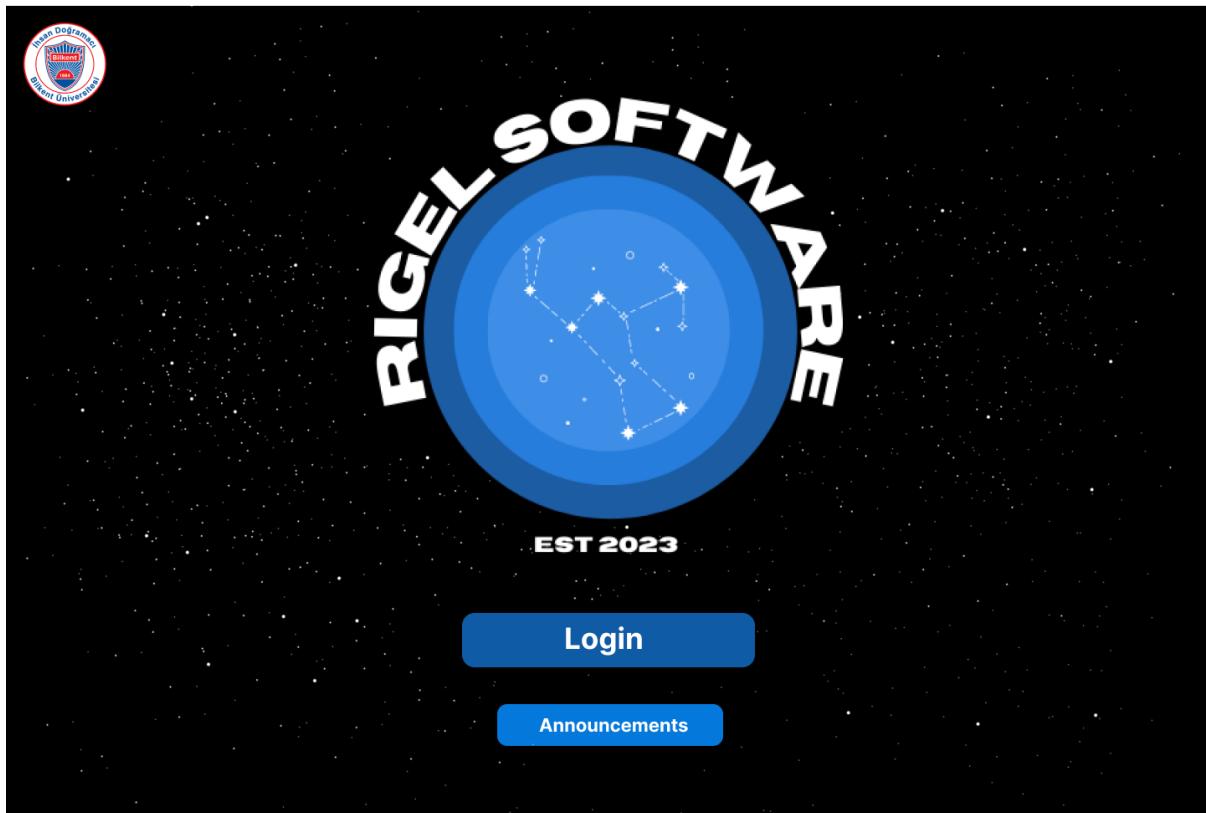
Activity Diagram 7: Student Report Upload Activity Diagram:



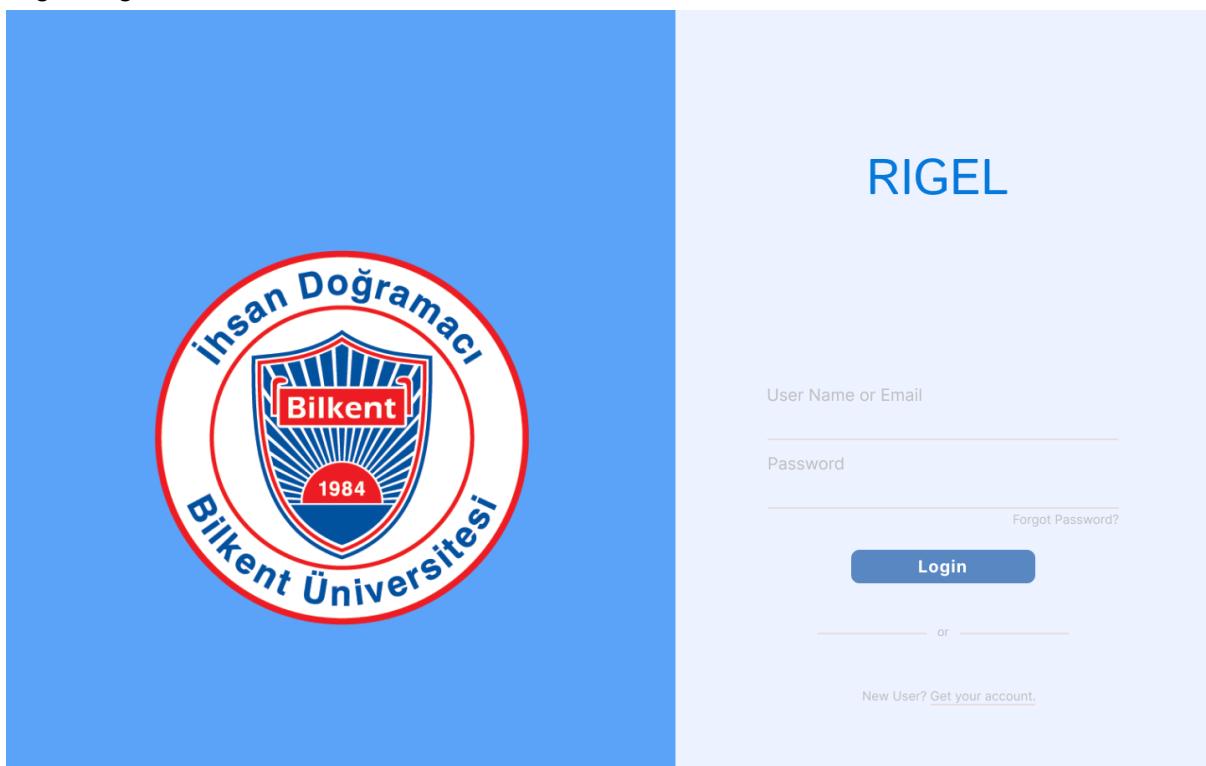
To upload a report, students must reach the “submission page” from their main page. There students can either ask for a deadline extension from the instructor or they can upload an internship report. If a student uploads a report, the report's status is set as “changeable”. If the user decides to submit the report, this status becomes “unchangeable”. Otherwise, status stays the same.

3.4.5 User Interface - Navigational Paths and Screen Mock-ups

Instructor Page



Login Page



Admin Main Page

The screenshot shows the Admin Main Page of the Internship Management System. At the top left is the Bilkent University logo. To its right is the title "Internship Management System" and a language selection icon with arrows. Below the title are three blue rounded rectangular buttons: "LOG OUT", "Notifications" (with a bell icon), "Profile" (with a person icon), and "Language" (with a globe icon). On the left side, there are three more blue rounded rectangular buttons: "CREATE NEW USER", "ADD SEMESTER DATES", and "VIEW USERS LIST". On the right side, a blue rectangular box contains the text "CREATE AN ANNOUNCEMENT" and two buttons: "POST" and "CANCEL".

Set Initial Deadline Pop Up

The screenshot shows a modal dialog box titled "Change/Add Semester Dates". It contains a label "Initial Report Date" followed by a text input field containing the value "19.03.2023". At the bottom right of the dialog is a large dark button labeled "ADD DATE". In the top right corner of the dialog is a close button (an "X").

Create new User/Initialize Semester - Admin

Create New User / Initialize Semester <>

Role	Department	Email	Password
Department Chair	CS	selimaksoy@bilkent.edu.tr	8fdo549d
Department Chair	EE	tolgaduman@bilkent.edu.tr	y754rf5d
Secretary	IE	vegunekmekci@bilkent.edu.tr	9ueb5sfv
Secretary	ME	ela@bilkent.edu.tr	65ns5gas

role ▾

department ▾

email

generate

Department Chair Main Page



Internship Management System <>

LOG OUT



Notifications



Profile

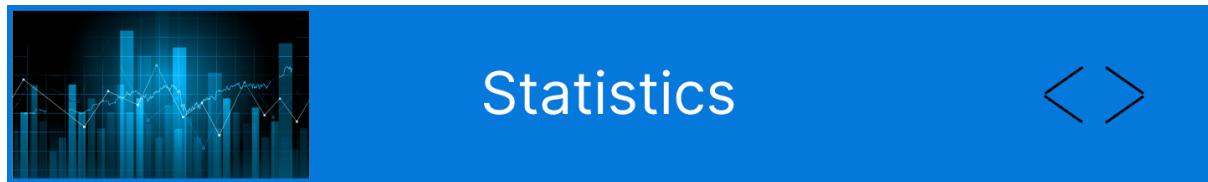


Language

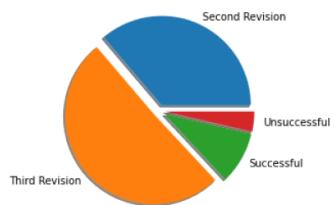
COURSE CODE	STUDENT NAME	STATUS	GRADE FORM
CS299	AYTEKIN ISMAIL	SATISFACTORY	report1.pdf
CS399	ECE ATEŞ	UNDER REVISION	NULL
CS299	İZGİ TAMCI	SATISFACTORY	report3.pdf
CS399	ÖMER ASIM DOĞAN	UNSATISFACTORY	report4.pdf
CS299	ZEYNEP BEGÜM KARA	SATISFACTORY	report5.pdf

DETERMINE SUBMISSION DATE

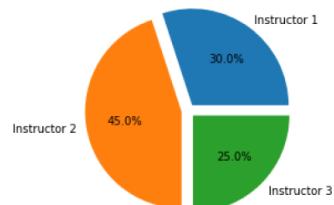
Statistics Page



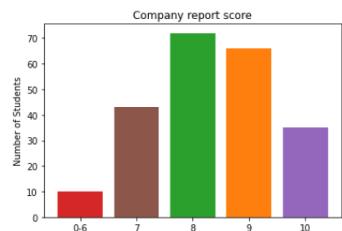
- Progress of Students



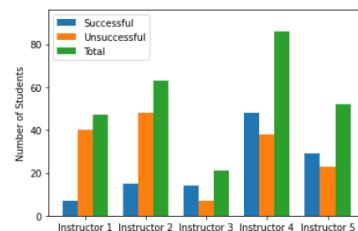
- Number of Students Per Instruction



- Company Report Score



- Progress of Students With Instructions



Secretary Main Page

[LOG OUT](#) [Notifications](#) [Profile](#)[Language](#)[CREATE NEW USER](#)

CREATE AN ANNOUNCEMENT

[POST](#)[CANCEL](#)[VIEW USERS LIST](#)[VIEW PROGRESS](#)[ENTER COMPANY GRADES](#)

Create New User Page - Secretary

Create New User

<>

Role	Department	Email	Password
Instructor	CS	halilgüvenir@bilkent.edu.tr	8fdo549d
Instructor	CS	eraytüzün@bilkent.edu.tr	y754rf5d
TA	IE	ta@bilkent.edu.tr	9ueb5sfv
Student	ME	name.surnmae@bilkent.edu.tr	65ns5gas

role ▾
department ▾
email
generate

User List

User List

<>

▼			
Eray Tüzün			
Selim Aksoy			
Fazlı Can			
Students			
Change Pairings			
Semih Solar	CS399	Ahmet Şakar	CS299
Ece Ateş	CS299	Sıla Erdal	CS299
Ömer Doğan	CS299	Ömer Doğan	CS399
Aytekin İsmail	CS299	Bahar Usta	CS299
İzgi Tamci	CS299	Batuhan Çetin	CS299
Zeynep Kara	CS399	Taner Can	CS299
		Gözde Işık	CS299
		Tarık Demir	CS299
		Enes Aysu	CS299
		Ali Geniş	CS299
		Kerem Sağlam	CS399
		Deniz Yılmaz	CS299

Auto Match

User list - automatch

User List



Eray Tüzün ▲

Ece Ateş	CS299	Sıla Erdal	CS299	Tarık Demir	CS299
Ömer Doğan	CS299	Ömer Doğan	CS399	Enes Aysu	CS299

Selim Aksoy ▼

Aytekim İsmail	CS299	Baha Usta	CS299	Ali Geniş	CS299
İzgi Tamci	CS299	Batuhan Çetin	CS299	Kerem Sağlam	CS399

Change Pairings

Fazlı Can ▼

Semih Solar	CS399	Ahmet Şakar	CS299	Gözde Işık	CS299
Zeynep Kara	CS399	Taner Can	CS299	Deniz Yılmaz	CS299

User List - Change Pairings

User List



Eray Tüzün ▲

Ece Ateş	CS299	Sıla Erdal	CS299	Tarık Demir	CS299
Ömer Doğan	CS299	Ömer Doğan	CS399	Enes Aysu	CS299
Aytekim İsmail	CS299	Baha Usta	CS299		
İzgi Tamci	CS299	Batuhan Çetin	CS299		



Selim Aksoy ▲

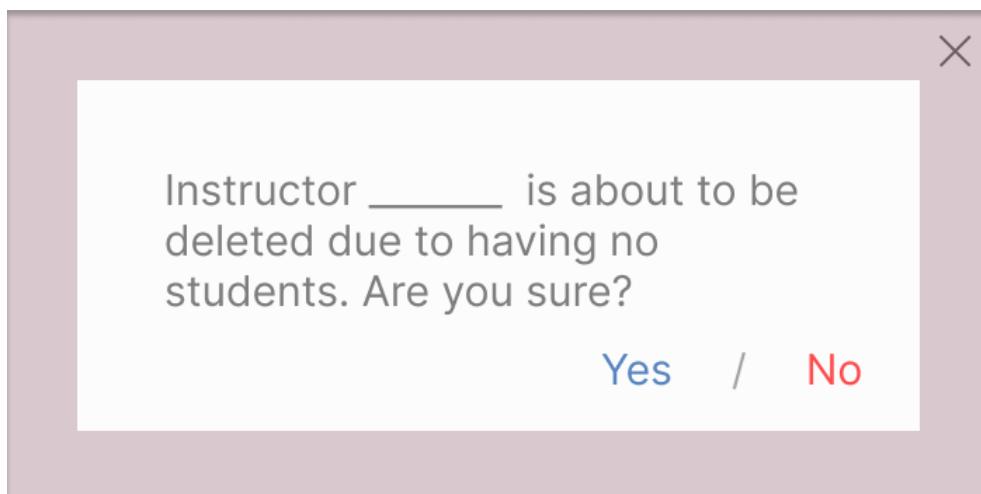
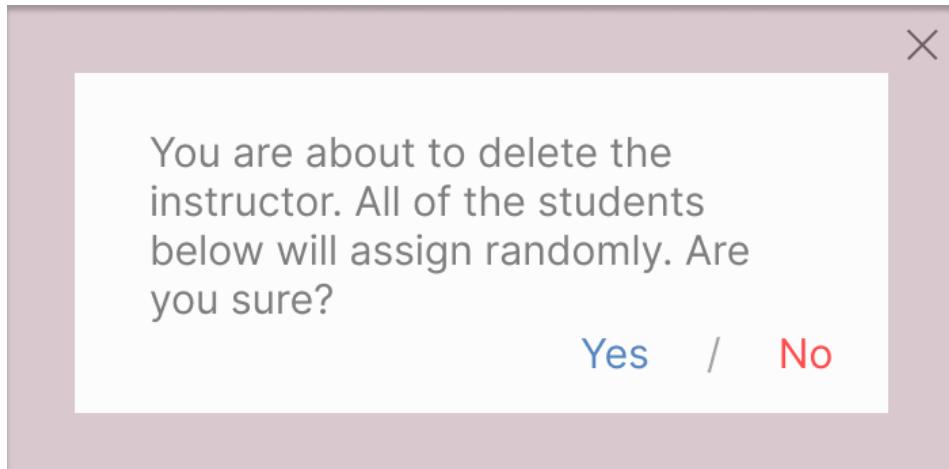
Semih Solar	CS399	Kerem Sağlam	CS399
Ahmet Şakar	CS299	Ali Geniş	CS299
Gözde Işık	CS299		

Change Pairings



Fazlı Can ▼

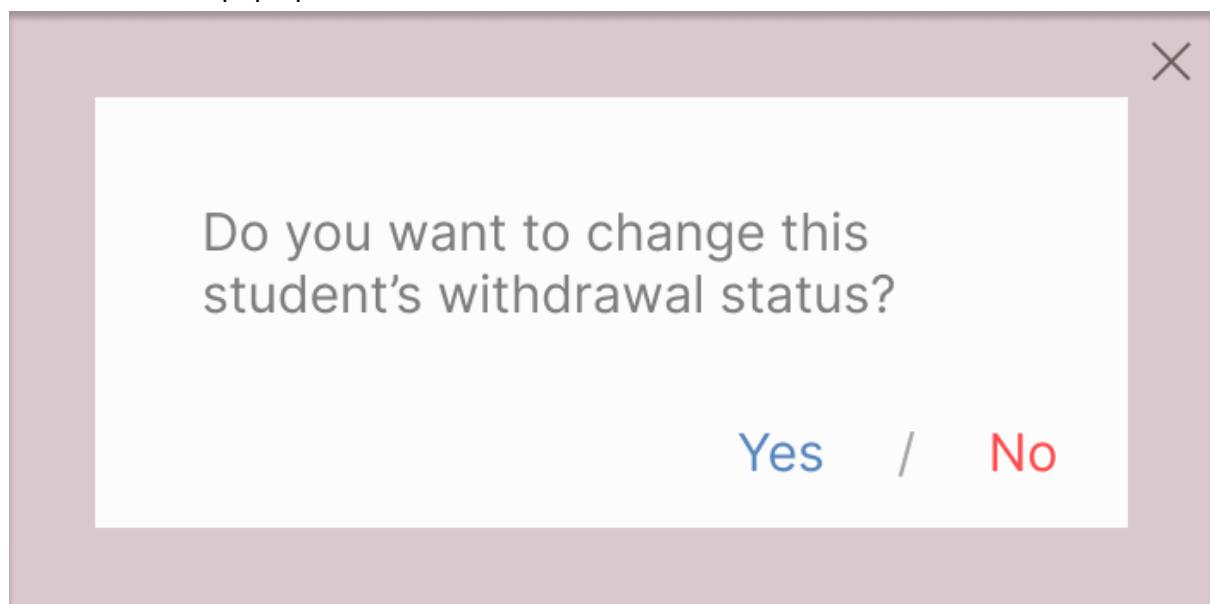
Delete Instructor pop up



View Progress Page

VIEW PROGRESS			
Match	Keyword	TYPE VALUE	
	Role		
	Progress Status		
NAME/SURNAME	ROLES	W	PROGRESS STATUS
ERAY TÜZÜN	INSTRUCTOR		16 DONE 12 UNDER REVISION 5 SUBMITTED
AYTEKİN İSMAİL	STUDENT	 	UNDER REVISION
ECE ATEŞ	STUDENT	 	SUBMITTED
YAHYA ELNOUBY	TA		14 DONE 11 UNDER REVISION 8 SUBMITTED

Withdraw status pop up



Company grade - Secretary

ENTER COMPANY GRADES

< >

GRADING SUMMARY			
STUDENTS:	200	Keyword	
SUBMITTED:	80	Company	<input type="text"/>
NEEDS GRADING:	120	Course Code	<input type="text"/>

COURSE CODE	NAME/ SURNAME	COMPANY NAME	GRADING STATUS	GRADE
CS299	AYTEKIN ISMAIL	GOOGLE	SUBMITTED	100
CS399	ECE ATEŞ	GOOGLE	SUBMITTED	100
CS299	İZGİ TAMCI	GOOGLE	NEEDS GRADING	<input type="button" value="ENTER GRADE"/> <input type="button" value="SUBMIT"/>
CS399	ÖMER ASIM DOĞAN	GOOGLE	SUMBITTED	100
CS299	ZEYNEP BEGÜM KARA	GOOGLE	NEEDS GRADING	<input type="button" value="ENTER GRADE"/> <input type="button" value="SUBMIT"/>

Announcement Page



Announcements

From the Faculty

Phone Number of Summer Training Division at Dean's Office

28.08.2022 ~ 21.10.2023

Phone number of Summer Training Division at Dean's Office is x1261.

Summer Training Information

11.05.2022 ~ 11.05.2023

All the information together with the needed forms and statements are accessible at mf.bilkent.edu.tr under the heading "Summer Training".

From the Instructor

Deadline of the all summer training reports

28.02.2023 ~ 28.04.2023

You need to upload your reports until 28.04.23. The students who did not uploaded their reports until deadline will fail the course!

All the files you might need for report

28.02.2023 ~ 01.06.2023

I have uploaded example report files and instructions to moodle. I strongly suggest checking those file before writing your reports

TA Main Page



Internship Management System

< >

[LOG OUT](#)



Notifications



Profile



Language

COURSE CODE	STUDENT NAME	REPORT STATUS	VIEW REPORTS	W
CS299	AYTEKIN ISMAIL	SUBMITTED	report1.pdf	
CS399	ECE ATEŞ	UNDER REVISION	report2.pdf	
CS299	İZGİ TAMCI	SUBMITTED	report3.pdf	
CS399	ÖMER ASIM DOĞAN	ACCEPTED	report4.pdf	
CS299	ZEYNEP BEGÜM KARA	UNDER REVISION	report5.pdf	

Student Main Page

The screenshot shows the student main page of the Internship Management System. At the top left is the Bilkent University logo. The title "Internship Management System" is centered at the top. Below the title is a progress bar indicating "39% to complete" with a timer showing "22min". On the right side, there are links for "Notifications" (with a bell icon), "Profile" (with a person icon), and "Language" (with a globe icon). A "LOG OUT" button is located in the top right corner. The main content area features two cards: "ANNOUNCEMENT PAGE" with a megaphone icon and "REPORT PAGE" with a document icon. To the right is a calendar for "JANUARY 2023".

ANNOUNCEMENT PAGE

REPORT PAGE

JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Reports Page for Students

The screenshot shows the reports page for students. The title "Reports Page" is at the top. Below it are three icons: a plus sign for "Add Submission", a minus sign for "Delete Submissions", and a pencil for "Request Revisions". A large document icon is also present. The main content area displays a table of recent submissions:

DATE	FILE NAME	AUTHOR	LINKS
23.03.2023	File_name 1	Student 1	File_name1.pdf
15.03.2023	File_name 2	Student 1	File_name2.pdf
07.03.2023	File_name 3	Student 1	File_name3.pdf
27.02.2023	File_name 4	Student 1	File_name4.pdf

DATE	FILE NAME	AUTHOR	LINKS
23.03.2023	File_name 1	Student 1	File_name1.pdf
15.03.2023	File_name 2	Student 1	File_name2.pdf
07.03.2023	File_name 3	Student 1	File_name3.pdf
27.02.2023	File_name 4	Student 1	File_name4.pdf

Submit Internship Report Page - Student

SUBMIT INTERNSHIP REPORT



Opened: Tuesday, 14 March 2023, 12.30 pm
Due: Tuesday, 28 March 2023, 12.30 pm

SUBMISSION STATUS

Submission Status: NO ATTEMPT

Grading Status: NOT GRADED

TA Checking Status: NO

Time Remaining: 10 days 2 hours

Last Modified: NO RECORDS

Submission Comments:

ADD SUBMISSION

REQUEST EXTENSION

REQUEST EXTENSION

Add submission Pop Up



report_name.pdf



.pdf files only

Instructor Main Page

Hello Instructor Eray Tüzün

New Continue All Students Anouncements

Search + Add Filter

Name	ID Number	Status	Course Code	TA Check	Time	
Ece Ateş	22003467	1st Draft	CS 299	✓	18:56	Evaluate

Student Status Pop Up

Student: Zeynep Begüm Kara ID: 22005678 Course: CS299

Internship Report Status: Submitted 17 days ago (2nd submission)

Criteria Report: Not Submitted

See Internship Report

Evaluate Report Page - Instructor



Evaluate Report

< >

The Internship Report

Rationale

Because the student who does an internship receives credit from the university, graded credit determined by the technical writing faculty, there needs to be documentation in addition to the site supervisor's evaluation as a basis for that graded credit. Submitting an internship report not only provides the faculty with a document which qualifies the student for graded credit, it also provides the faculty with in-depth information about the profession they are responsible for preparing students to participate in. Furthermore, and of considerable importance, the internship report increases the student's responsibility by requiring the student intern to gather information and plan the report throughout the work experience. The student then has an opportunity to demonstrate maturity as a technical writer by presenting, analyzing, and evaluating his or her own work on the job.

Report Content and Format

The internship report comprises four parts, each involving a different kind of information and a different mode of written discourse: (1) introduction, (2) narrative, (3) analysis and evaluation, and (4) appendix.

Introduction

The introduction explains the setting where the work was accomplished and gives a sense of how the intern's job related to the entire work of the hiring organization. This section lends itself to the inverted pyramid organization, moving from general information about the entire organization to a specific description of the intern's day-to-day environment. The student can obtain general information about the organization from public relations brochures, interviews, and company documents such as annual reports. In addition to including information about the company's name, location, products or services, size, financial worth, and so forth, this section

Previous Reports

Feedback Mode

Criteria Report Mode

Grade Forms ▲

Part A

Part B

Part C

Part A: Work Place

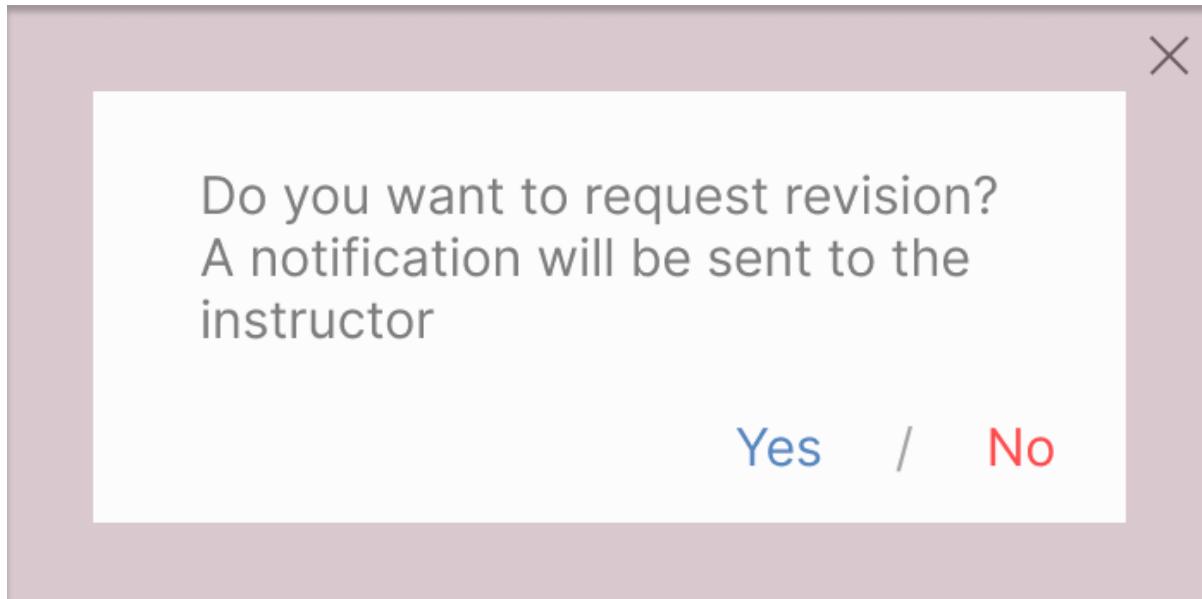
Average of the grades on the Summer Training Evaluation Form (Staj Değerlendirme Formu) filled by the employer : 8
To be satisfactory, the average score must be at least 7/10

Is the work done related to the computer engineering? [Y/N] : Y

Is the supervisor a computer engineer or has a similar background? [Y/N] : Y

SUBMIT REPORT

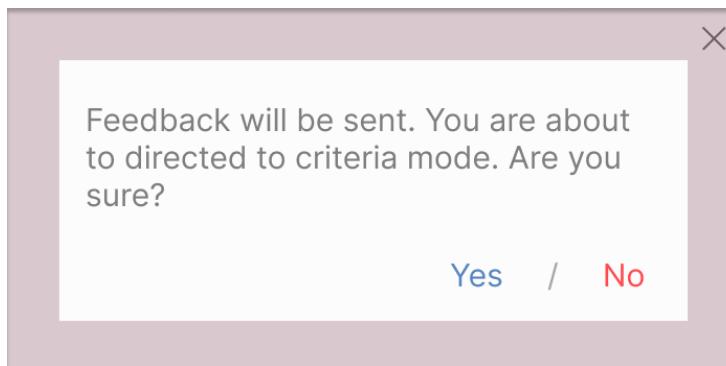
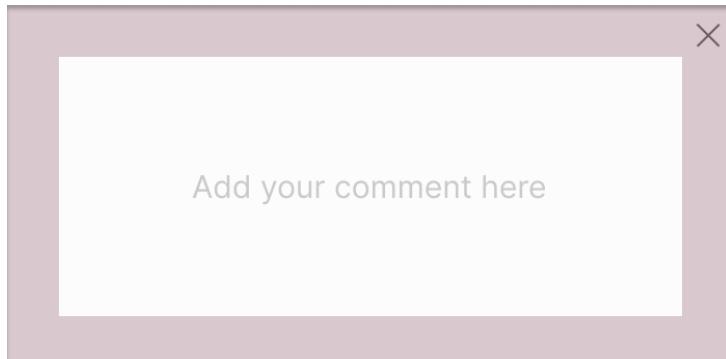
Request Revision Pop Up - Instructor



Criteria Mode - Instructor

 <h1>Evaluate Report</h1> <>			
The Internship Report (Eng 498/698)		Evaluation of the Work	On what page(s) of the report is the evidence of this found
Rationale	Because the student who does an internship receives credit from the university, graded credit determined by the technical writing faculty, there needs to be documentation in addition to the site supervisor's evaluation as a basis for that graded credit. Submitting an internship report not only provides the faculty with a document which qualifies the student for graded credit, it also provides the faculty with in-depth information about the profession they are responsible for preparing students to participate in. Furthermore, and of considerable importance, the internship report increases the student's responsibility by requiring the student intern to gather information and plan the report throughout the work experience. The student then has an opportunity to demonstrate maturity as a technical writer by presenting, analyzing, and evaluating his or her own work on the job.	(1) Able to perform work at the level expected from a summer training in the area of computer engineering. (this is the evaluation of all the work done in the summer training)	
Report Content and Format	The internship report comprises four parts, each involving a different kind of information and a different mode of written discourse: (1) introduction, (2) narrative, (3) analysis and evaluation, and (4) appendix.	(2) Solves complex engineering problems by applying principles of engineering, science, and mathematics.	
Introduction	The introduction explains the setting where the work was accomplished and gives a sense of how the intern's job related to the entire work of the hiring organization. This section lends itself to the inverted pyramid organization, moving from general information about the entire organization to a specific description of the intern's day-to-day environment. The student can obtain general information about the organization from public relations brochures, interviews, and company documents such as annual reports. In addition to including information about the company's name, location, products or services, size, financial worth, and so forth, this section of the report should also describe the intern's individual role as well as specific schedule within the organization. What type of work was done, when, and how did the intern fit into the overall organizational structure; a flow chart or hierarchy diagram would be appropriate here.	(3) Recognizes ethical and professional responsibilities in engineering situations.	
Narrative	This section should conclude with attention to exactly what the intern did, for whom, and what types as well as levels of skill were required.	4) Able to make	
The narrative section gives a detailed account of the day-to-day activities of the workplace. This section is descriptive and factual, saving evaluation and analysis for the subsequent section. The plan of organization will vary, depending on the situation. It may be chronological, describing what the student did in the order it was done. Or it could be organized by skill group, describing,		<input type="button" value="Save"/>	<input type="button" value="Submit"/>

Instructor feedback pop up

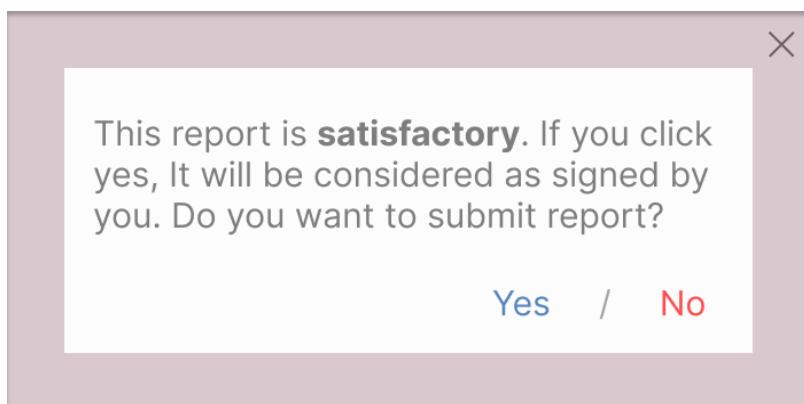


A light gray rectangular window with a dark gray border. It contains a section titled "Part C: Final version of the report". Below it, there are three rows of assessment details:

Assessment/quality score of Evaluation of the Work - item 1	: <u>8</u>
To be satisfactory, the score must be at least 7/10	
Sum of The Assessment/quality score of Evaluation of the Work - item 2-7	: <u>50</u>
To be satisfactory, the score must be at least 30/60	
The Assessment / quality score of Evaluation of the Work - item 1	: <u>9</u>
To be satisfactory, the score must be at least 7/10	

At the bottom left are two radio buttons: "Satisfactory" (selected) and "Unsatisfactory". At the bottom right is a dark gray "SUBMIT REPORT" button. In the top right corner, there is a small black "X" button.

Submit report - Instructor



4. References

- [1] "Staff," STARS. [Online]. Available: https://stars.bilkent.edu.tr/homepage/plain_offerings. [Accessed: 27-Mar-2023].
- [2] "Bilkent University." [Online]. Available: https://w3.bilkent.edu.tr/web/kalite_guvencesi/faaliyet_raporu_2016-2017.pdf. [Accessed: 29-Mar-2023].