

ITU Computer Engineering Internships

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Overview

- What Is an Internship?
- Internship Benefits and Goals
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What Is An Internship?

- An internship is a temporary major-related work experience
- The key in any internship is gaining experience that is related to your major

Benefits

- Career exploration
- Building your resume
- Gaining knowledge of field and industry skills
- Networking with professionals
- Increasing chances of permanent employment

Internship Goals

- Define your current situation:
 - Class Standing (Freshman, Sophomore, Junior)
 - Current GPA
 - Location: Local, National, International
- What field/industry interests you?
- What skills do you want to acquire?

****Create a List of Criteria****

Understand your limitations & obstacles

Internship Search Strategies

Set aside time to conduct research of field/industry, organizations, and internship posting resources

- Two approaches:
 - Searching job postings
 - Proactively contacting employers

Application Strategies

- Prepare all materials before applying
 - Resume, professional references, transcript
- Follow instructions completely and thoroughly
- Attend job fairs
- Meet with academic adviser

Resources

- ITU Career Center
 - <http://ikm.itu.edu.tr/is-ve-staj-ilanlari>
- Employer lists

A Fulfilling Internship

- Meet often with your supervisor to set goals, explore career paths, and create connections
- Complete duties with professionalism and enthusiasm
 - In preparation for your long term career and to create a lasting positive impression
- Take every opportunity (training, meetings, working with other departments, etc.)
- Absorb as much as possible from this experience
- Obtain and note tangible results and accomplishments
- NETWORK!

After the Internship

- Create a lasting impression
 - Thank individually all of the professional colleagues and supervisors summarizing your experience with them and obtaining their contact information
- Document experiences
 - Keep your contacts on file and record your experiences, accomplishments, and knowledge gained from the internship
- Follow up
 - Periodically, contact your supervisors and colleagues for updates on the company, programs, and where you are in your career

Career Services and Student Internships

- Internship postings
- Workshops
- Career fairs
- Mock interviews

ITU CE Internships

- You can find current internship documents in the BLG500 course resources:
<https://ninova.itu.edu.tr/en/courses/faculty-of-computer-and-informatics/1510/blg-500/ek kaynaklar/>

Where Am I: Ninova / Courses / Faculty of Computer and Informatics / BLG 500 / Course Resources

Return to Faculty

- Home Page
- Course Information
- Course Weekly Lecture Plan
- Course Evaluation Criteria
- Course Resources**

Course Resources

Main Folder Top Folder

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Folders	Size	Date
English Documents	0 Bayt	27 October 2018 15:04
Internship Report Template	0 Bayt	21 September 2018 15:31
Staj Yönetmeliği	0 Bayt	24 May 2018 09:03
StajRaporuŞablonu	0 Bayt	05 June 2016 18:09
COVID-19-staj-esas_ve_usuller.pdf	1 MB	08 June 2020 17:02
COVID-19-staj-sozlesme.pdf	207 KB	08 June 2020 16:39
Staj kontrol listesi ve kurallar	88 KB	16 April 2014 14:04
Staj_önemli_hatırlatma	190 KB	02 September 2016 14:03
staj_sureci.pdf	556 KB	01 November 2018 15:28
Staj_Süreci_Güncellendi	183 KB	17 April 2019 13:14
Staj_YenidenDeğerlendirilmeBaşvurusu.docx	11 KB	05 June 2016 18:29

ITU CE Internships

- All students are required to complete 40 workdays of internship
 - Internships should be carried out as two separate 20-workday periods at two different companies
- Internship reports are submitted to Ninova in electronic format
- Summer internship reports are evaluated in the Fall term
- To submit your report, you should be registered for the relevant section
- If you are taking courses during the summer semester, you should have 3 full days in the week without any classes, and that will count as 3 workdays toward your internship

ITU CE Internship Areas

- Software
 - Writing, testing, and maintaining computer programs in various fields
 - Working on system software or application software
 - Creating a design using packaged software could also count
 - You should consult with the Internship Committee if the packaged program is acceptable or not
 - Just using packaged software does not count toward your internship
- Hardware (not required)
 - Design, implementation, and testing of microprocessor-, microcontroller-, or DSP-based systems
 - Implementation of interface circuits for computer systems
 - Design and implementation of digital circuits for various areas (industrial automation, data communications, etc.)
 - Setting up, testing, and maintaining computer network hardware
 - Repairing computers does not count
- You do not have to undertake internships in both areas

Internship Locations

- You can choose to undertake an internship in Istanbul, in another city, or abroad
- You can also get involved in undergraduate research at ITU

Common Internship Locations

AIRTIES	AKBANK	ALARKO	ARÇELİK
ASELSAN	BAYKAR	BEKO	BORUSAN
ERICSSON	ERNST&YOUNG	GARANTİ	HAVELSAN
HİTİT	HUAWEI	IBM	INNOVA
İŞ BANKASI	ITU	KOÇ	LG
LOGO	MERCEDES-BENZ	MICROSOFT	NETAŞ
OBSS	SIEMENS	SİMİT	SOFTTECH
ŞİŞECAM	THY	TRIODOR	TURKCELL
TÜBİTAK	TÜRK TELEKOM	VAKIFBANK	VERIPARK
VESTEL	VODAFONE	YAPI KREDİ	ZİRAAT BANKASI

Internship Options

- There are internship opportunities even for freshmen
- Some companies actually have programs specifically targeted for freshmen
- They are looking for people that are curious and interested in learning
- Also keep in mind that there are other valuable things you can do with your summer
- Here is a list of some ideas:
 - work on an independent project of your own creation
 - get involved in undergraduate research
 - learn new tech skills online through Coursera, Udacity, edX, or another online resource
 - set up a personal website for yourself including your resume, list of courses taken / experience

Internship Timeline

- We suggest you to complete your first internship in the summer at the end of your sophomore (2nd) year
- We suggest you to complete your second internship in the summer at the end of your junior (3rd) year
- You can complete both the internships during the same summer, but we suggest you to make them in two summers
- Internships shorter than 20 days (10 days, 15 days, etc.) are not acceptable

Reminders

- You can find current internship documents in the BLG500 course resources:

<https://ninoa.itu.edu.tr/en/courses/faculty-of-computer-and-informatics/1510/blg-500/ekkaynaklar/>

- Because of pandemic conditions rules are subject to change, therefore read the rules before starting your internship
- Companies accept internship applications from students directly through the Human Resources pages of their websites
 - Students should apply as early as possible, starting in January

Before Starting Your Internship

- Students find their own internships
- The student applies directly to the company
- After the company offers the student an internship, the student and the company together determine the starting date for the internship
- The student fills out the necessary information at <https://portal.itu.edu.tr> and prints out the Internship Application Form (EK-1 Staj Başvuru Formu) (at least 5 days before the start of internship)
- The student gets this form signed by his internship supervisor and by the Internship Committee, then uploads the form to portal.itu.edu.tr

Before Starting Your Internship

- The student should register for the Workplace Safety Training given by İşyeri Sağlık ve Güvenlik Birimi (ISGB)
- The information that has been entered into the Internship System at <https://portal.itu.edu.tr> cannot be changed (you should enter the information carefully)
 - It is used for insurance purposes as you will be insured by the University throughout your internship

After Starting Your Internship

- Within five days of the start of the internship, the student should get the company to fill out EK-2 Staj Başlangıç Belgesi (Internship Start Form) and upload it to <https://portal.itu.edu.tr>

After Completing Your Internship

- Within five days of the end of the internship, the student should upload the EK-3 Staj Bitiş Belgesi (Internship Termination Form) to <https://portal.itu.edu.tr>
- At the beginning of the following Fall term, you will be added automatically to BLG 500 Internship class
 - You will be informed about internship schedule, important dates, and required documents for submissions via Ninova announcements of this class
- The student should fill out the Student Internship Satisfaction Survey
- The internship supervisor is asked to fill out an online survey about the intern

Writing the Report: Information About the Company

- This gives the reader a brief profile of the company or organization for which you worked
- Inform the reader about the type of company, number of employees, geographic location, etc.
- Tell about the identity and the image of the company—how does the company position itself in the industry?
- Next, move from general information to the specifics about the division or department you worked in
- Here you might include an organizational chart of your department

Writing the Report: Description and Analysis of the Internship Project

- Technical description and analysis of the project
- Narrative of what you did and what you learned
- Tell the reader exactly what you did on the job
- Describe duties/chores in detail
- Most importantly, describe what you have learned about

Writing the Report: Evaluation of the Internship Experience and Observations

- Self-Evaluation: This is the heart of your report
- Take a long, hard look at your experience, and tell the good sides and the bad sides
- Make constructive criticism of use/misuse of you as an intern
- Tell the reader about anything you may have learned about yourself, and make recommendations and suggestions about how you can use what you have learned about yourself
- Be sure to bring some insight, analysis, and reflective thinking to this section
- Do not generalize and offer superficial observations
- Be specific and detailed in describing your experience

Important Tips About Your Internships

- Please be punctual about your documents for internships
- Make sure you read the resources on the BLG 500 website.
- After your internship ends and the Internship class is opened, check and follow the announcements from Ninova
- After you upload the internship report to Ninova and receive the first evaluation results, please check whether your report is accepted or not
- !!!!!!!!Please be careful about the second (last) evaluation of your reports, (because if your report is not accepted in the last evaluation, your internship will be INVALID)...

Conclusion

- Identify the type of internship you are searching
- Work on your resume
- Conduct research on organizations
- Brush up interviewing skills
- Be professional and enthusiastic
- Follow up

Contacts for Internships

- Commission of Internships
 - The Coordinator
 - ✓ Deniz Turgay Altılar (altilar@itu.edu.tr)
 - The Other Members
 - ✓ Tacettin Ayar (ayart@itu.edu.tr)
 - ✓ Neşe Güneş (nese.gunes@itu.edu.tr)
 - ✓ Doğay Kamar (kamard@itu.edu.tr)

THANK YOU!

