

# **SOFTWARE REQUIREMENTS SPECIFICATION**

## **Internship Management System**

### **GROUP 12**

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# **1 Introduction**

## ***1.1 Purpose***

The purpose of this document is to explain the Internship Management System's software requirements and software's scope.

## ***1.2 Scope***

The Internship Management System serves as a comprehensive software solution to streamline and enhance the compulsory internship process for students enrolled in the Izmir Institute of High Technology Computer Engineering CENG400 course. This digital platform plays a pivotal role in connecting various stakeholders, including students, companies, the Internship Commission, department secretariat, and the dean. The utilization of specific software products within the system is crucial for achieving efficiency, transparency, and sustainability in managing internship-related tasks.

The system will interact with OBS.OBS can verify whether a student is in the 3rd or 4th grade and retrieve information from students who have a compulsory internship.

Companies can issue internship announcements through the system. The Internship Commission will upload the necessary documents to this system throughout the internship process. Some necessary documents can be filled in on the system and all necessary documents are exchanged through the system.

## ***1.3 Definitions, acronyms and abbreviations***

- 1) Student: 3rd and 4th year undergraduate students that have a compulsory internship.
- 2) Internship Commission: Faculty members responsible for conducting the CENG400 course.
- 4) Company: Institution where students will do internships.
- 5) IZTECH: Izmir Institute of Technology
- 6) IMS :Internship Management System
- 7) OBS: IZTECH Student Information System

### ***1.4 References***

- 1) Group 12 Problem Analysis Report Document
- 2) Internship Regulations of IZTECH

### ***1.5 Overview***

This document has three chapters. The second chapter provides an overview of the IMS functionality and IMS interaction with actors. The third chapter provides the requirements specification in a description of the different IMS interfaces.

## **2 Overall Description**

In this section there will be an overview of the IMS. It explains how the internship process will be automated and how they will interact in the other systems.

## *2.1 Product Perspective*

The online system developed for automating the internship process within the Computer Engineering Department at IZTECH is conceived as an independent and self-contained product, functioning within defined constraints and interfaces.

### System Interface

The software seamlessly interfaces with the existing infrastructure of the Computer Engineering Department, ensuring compatibility with the department's database for the smooth coordination of document flow. This integration guarantees that the internship management system is in sync with the department's information architecture, promoting data accuracy and consistency.

### User Interfaces

Tailored for specific roles, the system provides user interfaces designed for students, faculty, and company representatives. These interfaces are thoughtfully crafted to be intuitive, ensuring a user-friendly experience for all parties involved in the internship process. The design prioritizes ease of navigation and accessibility, contributing to a positive user experience.

### Hardware Interfaces

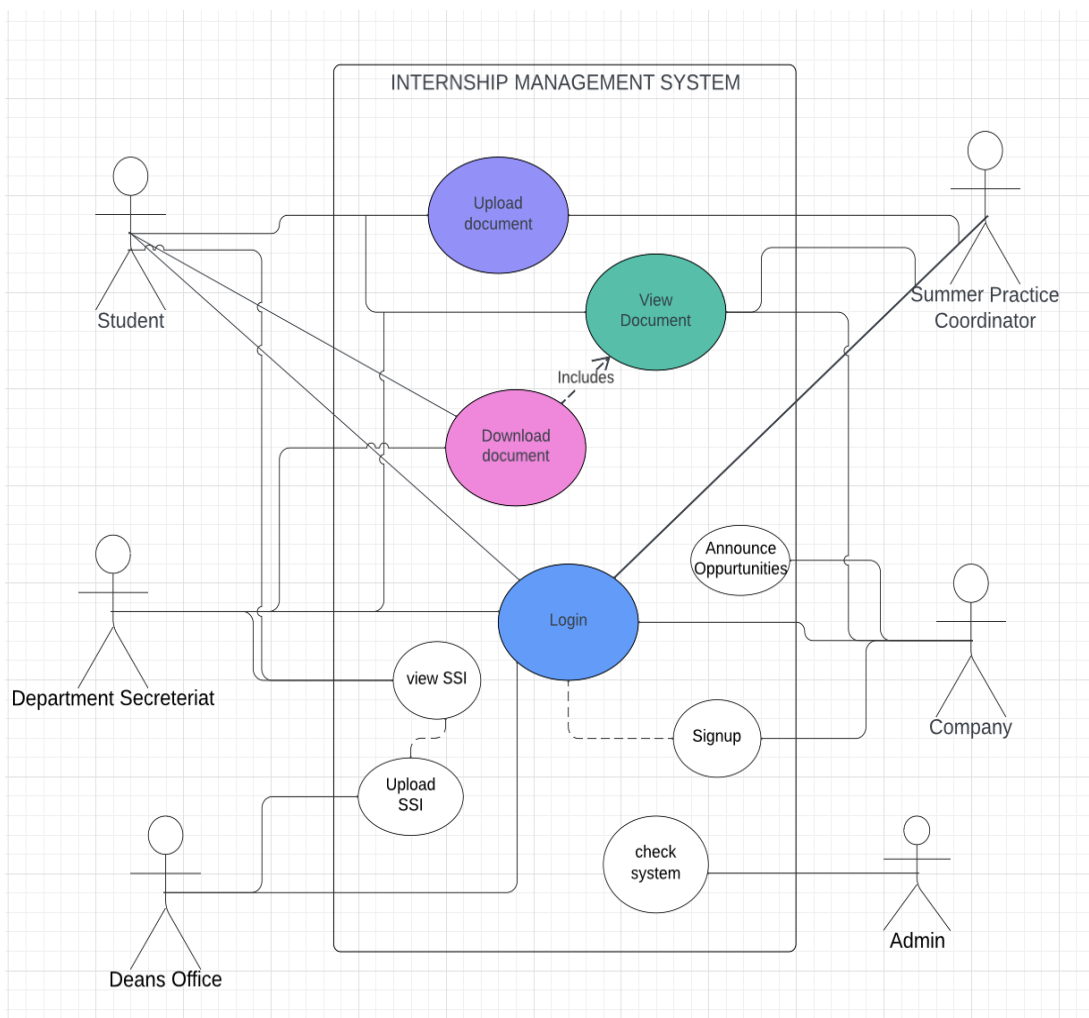
The software is designed to operate on standard computing hardware, requiring only access to a web browser for user interactions. It imposes no specific hardware dependencies, allowing for flexibility in hardware configurations. This approach ensures that users can

engage with the system using common computing devices, minimizing barriers to entry.

## Software Interfaces

Efficiency is a key consideration, and the system is designed to operate seamlessly on standard web browsers without the need for additional software installations. This design choice enhances accessibility and usability, as users can interact with the system using familiar web browsers, minimizing the need for specialized software and simplifying the user experience.

## *2.2 Product Functions*



- Authorize and authenticate target users (student, company representative, internship coordinator, dean's office, department secretariat) via OBS email and password.
- IMS track rules and regulations for the internship.
- IMS checks the grade of students.
- IMS allows the internship coordinator and students to upload the necessary documents and store them.
- IMS allows companies to announce internship opportunities.
- IMS lets students download necessary documents that are necessary for the internship application process.
- IMS let the internship coordinator announce the internship period.
- IMS lets internship coordinators accept or reject uploading documents by students.
- IMS fetch required information from the database and save required documents to the database.
- IMS checks necessary requirements for students automatically (such as GPA, grade), allows internship coordinator to review and check other necessary documents.

## ***2.3 User Characteristics***

### **2.3.1 Student**

#### **Abilities:**

**Internship Application:** Students with obligatory internships (3rd or 4th undergraduate students) can use the system to apply for internship opportunities.

**Document Submission:** They have the ability to submit necessary documents and information required for internship approval.

**Application Tracking:** Students can track the status of their internship applications and receive notifications about the progress.

### **2.3.2 Internship Coordinator**

#### **Abilities:**

Full System Access: Internship Coordinators have comprehensive access to the entire system.

Document Management: They can upload, download, and manage all documents related to the internship process.

Communication: Internship Coordinators can facilitate communication between different users within the system, ensuring smooth coordination.

### **2.3.3 Company**

#### **Abilities:**

Internship Opportunity Requests: Companies, represented by users such as CEOs, Engineers, and Project Managers, can request to announce internship opportunities through the system.

Document Submission: They have the ability to submit required documents and information for internship announcements.

Application Review: Companies can review and manage applications from students for their announced internship opportunities.

### **2.3.4 Department Secretariat**

#### **Abilities:**

Partial System Access: Department Secretariat users can access specific parts of the system, particularly the SSI process section.

Communication Facilitation: They play a role in the communication between students, the dean's office, and internship coordinators during the SSI process.

Document Verification: The Department Secretariat can verify and validate documents submitted by students during the SSI process.



### **2.3.5 Dean's Office**

#### **Abilities:**

SSI Document Upload: Users from the Dean's Office have the ability to upload SSI (Social Security Institution) documents to the system.

Limited Access: Their access is restricted to functionalities related to the SSI process, streamlining their interaction with the system.

### **2.3.6 Admin**

#### **Abilities:**

Comprehensive System Access: Admin users have access to the entire system.

Error Handling: They are responsible for checking announcements and addressing any errors or issues within the system.

System Oversight: Admins ensure the smooth functioning of the system, monitoring its overall performance and resolving any technical or operational issues that may arise.

## **2.4 Constraints**

- The system must be implemented and operational before the start of the next internship recruitment cycle.
- Updates and enhancements to the system should be completed within specified timeframes to avoid disruptions during ongoing internship programs.
- The system should be compatible with commonly used web browsers (e.g., Chrome, Firefox, Safari).
- The software system implementation will avoid any kind of copyright issues.

- The system must comply with data protection and privacy regulations, ensuring the secure handling of personal information.
- The system must adhere to industry-standard security protocols to safeguard sensitive information such as personal details and evaluations.
- The system architecture should be scalable to accommodate an increasing number of internship applications and users over time.
- User interfaces should be designed to accommodate various devices and screen sizes.
- User communications within the system should be respectful and professional.
- IMS language option will be English.

## ***2.5 Assumptions and Dependencies***

### **Assumptions:**

- The software system will not have problems with the overloaded user usage.
- The regulation will not change until the project ends.
- The project team members will not change until the project ends.
- OBS should provide us the necessary data to complete the project.
- The system can only be actively used during internship periods.

### **Dependencies:**

- Students need to register their profiles before applying for internships.
- IZTECH regulations and academic calendar.
- Students' data will be stored, accessed, and manipulated accordingly.
- Obtaining the students' information from OBS and transferring them to the system.
- Students, internship commission, and company depend on the communication features within the system.
- Users, especially admin, and internship coordinator may need training on how to use the IMS.

## ***2.6 Apportioning of requirements***

- The optional language is Turkish.
- Color Blind options.
- Dark Theme.
- Contact Us part.
- CAPTCHA (intended to distinguish humans from machine input).
- The suggestions and complaints section
- Interactive interface.
- Automatic log in while connected to eduroam on campus.
- Mobile versions

## **3 Specific Requirements**


### ***3.1 Use Cases***

#### **3.1.1.1 Student views documents**

<b>Use Case ID:</b>	<b>3.1.1.1</b>		
<b>Use Case Name:</b>	<b>View Documents</b>		
<b>Created By:</b>	<b>Mehmet Sarper Kahvecioğlu</b>	<b>Last Updated By:</b>	<b>Mehmet Sarper Kahvecioğlu</b>
<b>Date Created:</b>	<b>24.11.2023</b>	<b>Date Last Updated:</b>	<b>25.11.2023</b>

<b>Actor:</b>	<b>Student</b>
<b>Description:</b>	<b>Student views documents.</b>
<b>Preconditions:</b>	<b>1-Student should have IZTECH mail account. 2-Assume that Internship coordinator already uploaded documents.</b>
<b>Postconditions:</b>	<b>-</b>
<b>Priority:</b>	<b>Medium</b>
<b>Frequency of Use:</b>	<b>Whenever student wants to see the documents</b>
<b>Normal Course of Events:</b>	<b>1-Student clicks the ‘Documents’ button. 2-Student views the documents.</b>

<b>Alternative Courses:</b>	<b>1-If exception 1 occurs, page can be refreshed. If problem occurs again, student can communicate Internship coordinator to get necessary documents.</b>
<b>Exceptions:</b>	<b>1-Internship Management System throws an error ‘Unable to perform that action’.</b>
<b>Includes:</b>	<b>3.1.6.1 Log In</b>
<b>Special Requirements:</b>	<b>-</b>
<b>Assumptions:</b>	<b>1-Assume that student has necessary internet connection.</b>
<b>Notes and Issues:</b>	<b>-</b>



Main Page
Dean's Office
Company
Student
Department Secretariat
Internship Coordinator

**Documents ↓**

- Summer Practice Application Form
- Summer Practice Application Letter(1)
- Summer Practice Application Form(2)
- Summer Practice Report
- Student Survey
- Other documents

### Student Documents

Summer Practice Application Form
Summer Practice Application Letter(1)
Summer Practice Application Letter(2)
Summer Practice Report
Student survey
Other documents

### 3.1.1.2 Student Downloads SPAL(1) Document

<b>Use Case ID:</b>	<b>3.1.1.2</b>		
<b>Use Case Name:</b>	<b>Download document</b>		
<b>Created By:</b>	<b>Mehmet Sarper Kahvecioğlu</b>	<b>Last Updated By:</b>	<b>Mehmet Sarper Kahvecioğlu</b>
<b>Date Created:</b>	<b>24.11.2023</b>	<b>Date Last Updated:</b>	<b>25.11.2023</b>

<b>Actor:</b>	<b>Student</b>
<b>Description:</b>	<b>Student downloads Summer Practice Application Letter(1) from Internship Management System</b>
<b>Preconditions:</b>	<b>1-Internship coordinator must have uploaded Summer Practice Application Letter(1) to the Internship Management System. 2-Student should view the documents</b>

<b>Postconditions:</b>	<b>Student has the necessary document.</b>
<b>Priority:</b>	<b>Low</b>
<b>Frequency of Use:</b>	<b>Can be downloaded more than once</b>
<b>Normal Course of Events:</b>	1-Student clicks the Summer Practice Application Letter(1) 2-Student clicks the ‘download’ button to download document.
<b>Alternative Courses:</b>	1-If exception 1 occurs, student can communicate with Internship Commission to get necessary document.
<b>Exceptions:</b>	1-System doesn’t allow student to download document. 2-Server doesn’t response when user clicks ‘download’.
<b>Includes:</b>	3.1.1.1 - View documents use case
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	1-Assume that student has necessary internet connection.
<b>Notes and Issues:</b>	-

### 3.1.1.3 Student Fills SPAF(2)

<b>Use Case ID:</b>	<b>3.1.1.3</b>		
<b>Use Case Name:</b>	<b>Fill document</b>		
<b>Created By:</b>	<b>Mehmet Sarper Kahvecioğlu</b>	<b>Last Updated By:</b>	<b>Mehmet Sarper Kahvecioğlu</b>
<b>Date Created:</b>	<b>24.11.2023</b>	<b>Date Last Updated:</b>	<b>25.11.2023</b>

<b>Actor:</b>	<b>Student</b>
<b>Description:</b>	<b>Student fills Summer Practice Application Form(2) on Internship Management System</b>
<b>Preconditions:</b>	1-Summer Practice Application Form(2) should be uploaded to system from Internship Coordinator <b>2-Student should view the documents</b>
<b>Postconditions:</b>	<b>Student is navigated to the ‘documents’ page.</b>
<b>Priority:</b>	<b>High</b>
<b>Frequency of Use:</b>	<b>Once in every application</b>
<b>Normal Course of Events:</b>	1-Student clicks the Summer Practice Application Form(2) 2-Student clicks ‘Edit’ button to edit specified document 3-Student fills document 4-Student clicks ‘OK.’
<b>Alternative Courses:</b>	If exception 1 occurs, page can be refreshed. If problem occurs again, student can communicate Internship Management System admin via external servers (mail, teams..etc).  <b>-If student communicate with System admin, admin should allow student to fill document</b>
<b>Exceptions:</b>	1-Internship Management System throws an error ‘Unable to perform writing action. <b>Access hasn’t found</b> ’.
<b>Includes:</b>	3.1.1.1 - View documents use case
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	1-Assume that student has necessary internet connection.
<b>Notes and Issues:</b>	-

### 3.1.1.4 Student downloads SPR

Use Case ID:	3.1.1.4		
Use Case Name:	Download Document		
Created By:	Mehmet Sarper Kahvecioğlu	Last Updated By:	Mehmet Sarper Kahvecioğlu
Date Created:	25.11.2023	Date Last Updated:	25.11.2023

Actor:	Student
Description:	Student downloads Summer Practice Report from system
Preconditions:	1-Summer Practice Report should be uploaded to system by Internship Commission 2-Student should view documents
Postconditions:	1-Student is navigated to 'documents' page
Priority:	High
Frequency of Use:	Can be downloaded more than once
Normal Course of Events:	1-Student selects the Summer Practice Report in 'Documents' tab. 2-Student selects the 'Download' button
Alternative Courses:	1-If exception 1 occurs, page can be refreshed. If problem occurs again, student can communicate Internship Coordinator via external servers (mail, teams..etc).  -If student communicate with Internship coordinator, coordinator should provide student necessary documents on system
Exceptions:	1-Internship Management System throws an error 'Unable to perform downloading operation'.
Includes:	3.1.1.1 – View documents Use Case
Special Requirements:	-
Assumptions:	Assume that student has necessary internet connection.
Notes and Issues:	-

### 3.1.1.5 Student downloads Student Survey

<b>Use Case ID:</b>	<b>3.1.1.5</b>		
<b>Use Case Name:</b>	<b>Download Document</b>		
<b>Created By:</b>	<b>Mehmet Sarper Kahvecioğlu</b>	<b>Last Updated By:</b>	<b>Mehmet Sarper Kahvecioğlu</b>
<b>Date Created:</b>	<b>25.11.2023</b>	<b>Date Last Updated:</b>	<b>25.11.2023</b>

<b>Actor:</b>	<b>Student</b>
<b>Description:</b>	<b>Student downloads Student Survey.</b>
<b>Preconditions:</b>	<b>1-Student Survey document should be uploaded to system by Internship Coordinator. 2-Student should view documents</b>
<b>Postconditions:</b>	<b>Student has document in his/her computer. (Student is navigated to dashboard if normal course of events happen)</b>
<b>Priority:</b>	<b>High</b>
<b>Frequency of Use:</b>	<b>Everytime student wants to download</b>
<b>Normal Course of Events:</b>	<b>1-Student selects the document ‘Student survey’. 2-Student clicks the button ‘Download’.</b>
<b>Alternative Courses:</b>	<b>1-If exception 1 occurs, page can be refreshed. If problem occurs again, student can communicate Internship Coordinator via external servers (mail, teams..etc).  -If student communicate with Internship Coordinator, Internship Coordinator sends student necessary document via System or external connections</b>
<b>Exceptions:</b>	<b>1-Internship Management System throws an error ‘Unable to perform that action’.</b>
<b>Includes:</b>	<b>3.1.1.1 – View documents Use Case</b>
<b>Special Requirements:</b>	<b>-</b>
<b>Assumptions:</b>	<b>1-Assume that student has necessary internet connection.</b>
<b>Notes and Issues:</b>	<b>-</b>

### 3.1.1.6 Student Uploads SPR to system

<b>Use Case ID:</b>	<b>3.1.1.7</b>		
<b>Use Case Name:</b>	<b>Upload Document</b>		
<b>Created By:</b>	<b>Mehmet Sarper Kahvecioğlu</b>	<b>Last Updated By:</b>	<b>Mehmet Sarper Kahvecioğlu</b>
<b>Date Created:</b>	<b>25.11.2023</b>	<b>Date Last Updated:</b>	<b>25.11.2023</b>

<b>Actor:</b>	<b>Student</b>
<b>Description:</b>	<b>Student uploads Summer Practice Report after he/she finished internship.</b>

<b>Preconditions:</b>	1-Student should conduct his/her internship and fulfill the document. 2-Student should view documents
<b>Postconditions:</b>	Student navigates to 'documents' tab.
<b>Priority:</b>	High
<b>Frequency of Use:</b>	Once after conducting internship finished
<b>Normal Course of Events:</b>	1-Student clicks 'Upload Document' button 2-Student selects document 'Summer Practice Report' 3-Student clicks the 'Ok' button. 4-Student clicks the 'Upload' button.
<b>Alternative Courses:</b>	1-If exception 1 occurs, page can be refreshed. If problem occurs again, student can communicate Internship Coordinator via external servers (mail, teams..etc).
<b>Exceptions:</b>	1-Internship Management System throws an error 'Unable to perform that action'.
<b>Includes:</b>	3.1.1.1 – View documents Use Case
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	1-Assume that student has necessary internet connection. 2-Assume that student has finished his/her internship conducting process into timeline.
<b>Notes and Issues:</b>	-

### 3.1.1.7 Student uploads Student Survey to system

<b>Use Case ID:</b>	3.1.1.7		
<b>Use Case Name:</b>	Upload Document		
<b>Created By:</b>	Mehmet Sarper Kahvecioğlu	<b>Last Updated By:</b>	Mehmet Sarper Kahvecioğlu
<b>Date Created:</b>	25.11.2023	<b>Date Last Updated:</b>	25.11.2023

<b>Actor:</b>	Student
<b>Description:</b>	Student uploads Student Survey after he/she finished internship.
<b>Preconditions:</b>	1-Student should conduct his/her internship and fulfill the document.
<b>Postconditions:</b>	Student navigates to 'Documents' tab.
<b>Priority:</b>	High
<b>Frequency of Use:</b>	-
<b>Normal Course of Events:</b>	1-Student clicks 'Upload Document' button 2-Student selects document 'Student Survey' 3-Student clicks the 'Ok' button. 4-Student clicks the 'Upload' button.
<b>Alternative Courses:</b>	1-If exception 1 occurs, page can be refreshed. If problem occurs again, student can communicate Internship Coordinator via external servers (mail, teams..etc).



<b>Exceptions:</b>	1-Internship Management System throws an error ‘Unable to perform that action’.
<b>Includes:</b>	3.1.1.1 – View documents Use Case
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	1-Assume that student has necessary internet connection. 2-Assume that student has finished his/her internship conducting process into timeline.
<b>Notes and Issues:</b>	-

### 3.1.2.1 Dep. Sec. Views SPAF(2)

<b>Use Case ID:</b>	3.1.2.1		
<b>Use Case Name:</b>	View Document		
<b>Created By:</b>	Mehmet Sarper Kahvecioğlu	<b>Last Updated By:</b>	Mehmet Sarper Kahvecioğlu
<b>Date Created:</b>	25.11.2023	<b>Date Last Updated:</b>	25.11.2023

<b>Actor:</b>	Department Secretariat
<b>Description:</b>	Department Secretariat views the document Summer Practice Application Form(2)
<b>Preconditions:</b>	1-Document should be uploaded system by Internship Commision 2-There should be at least 20 days before internship starts.
<b>Postconditions:</b>	-
<b>Priority:</b>	High
<b>Frequency of Use:</b>	Once in every Internship process
<b>Normal Course of Events:</b>	1-Department Secretariat clicks ‘Documents’ 2-Department Secretariat selects the button ‘Pending Documents’ 3- Department Secretariat views documents. 4-Department Secretariat chooses which document he/she want to view.
<b>Alternative Courses:</b>	1-If exception 1 occurs, page can be refreshed. If problem occurs again, Secretary can communicate Internship Coordinator or system admin via external servers (mail, teams..etc).
<b>Exceptions:</b>	1-Internship Management System throws an error ‘Unable to perform that action’.  2-Internship commision could not approve documents in time.
<b>Includes:</b>	3.1.6.1 Login
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	-
<b>Notes and Issues:</b>	-

### 3.1.2.2 Dep. Sec. sends SPAF(2) on system

Use Case ID:	3.1.2.2		
Use Case Name:	Send Document		
Created By:	Mehmet Sarper Kahvecioğlu	Last Updated By:	Mehmet Sarper Kahvecioğlu
Date Created:	25.11.2023	Date Last Updated:	25.11.2023

Actor:	Department Secretariat
Description:	Department Secretariat sends the document Summer Practice Application Form(2) to Dean's Office
Preconditions:	1-There should be at least 15 days before internship starts. 2-Documents should've been sent by Internship Coordinator
Postconditions:	1-Department Secretariat is navigated to 'Pending documents' page.
Priority:	High
Frequency of Use:	Once in every Internship process
Normal Course of Events:	1-Department Secretariat clicks 'Send document' button. 2-Department Secretariat chooses documents. 3-Department Secretariat clicks 'Send' button
Alternative Courses:	1-If exception 1 occurs, page can be refreshed. If problem occurs again, Secretary can communicate Internship Coordinator or system admin via external servers (mail, teams..etc).
Exceptions:	1-Internship Management System throws an error 'Unable to perform that action'.
Includes:	3.1.2.1 View
Special Requirements:	-
Assumptions:	-
Notes and Issues:	-

### 3.1.2.3 Dep. Sec. Views SSI on system

Use Case ID:	3.1.2.3		
Use Case Name:	View SSI		
Created By:	Mehmet Sarper Kahvecioğlu	Last Updated By:	Mehmet Sarper Kahvecioğlu
Date Created:	25.11.2023	Date Last Updated:	25.11.2023

Actor:	Department Secretariat
Description:	Department Secretariat views SSI documents sent from Dean's Office.

<b>Preconditions:</b>	1- Dean's Office should handle the SSI process and send document to Department Secretariat
<b>Postconditions:</b>	-
<b>Priority:</b>	High
<b>Frequency of Use:</b>	Once in every Internship process
<b>Normal Course of Events:</b>	1-Department Secretariat clicks 'Pending documents' button. 2-Department Secretariat views the SSI document
<b>Alternative Courses:</b>	1-If exception 1 occurs, page can be refreshed. If problem occurs again, Secretary can communicate Internship Coordinator or system admin via external servers (mail, teams..etc).
<b>Exceptions:</b>	1-Internship Management System throws an error 'Unable to perform that action'.
<b>Includes:</b>	3.1.2.1 View
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	1-Assume that student has necessary internet connection.
<b>Notes and Issues:</b>	-

### 3.1.2.4 Dep. Sec. Uploads SSI document to system

<b>Use Case ID:</b>	3.1.2.4		
<b>Use Case Name:</b>	Upload Document		
<b>Created By:</b>	Mehmet Sarper Kahvecioğlu	<b>Last Updated By:</b>	Mehmet Sarper Kahvecioğlu
<b>Date Created:</b>	25.11.2023	<b>Date Last Updated:</b>	25.11.2023

<b>Actor:</b>	Department Secretariat
<b>Description:</b>	Department Secretariat uploads SSI documents to system.
<b>Preconditions:</b>	1-SSI document should be handled and sent by Dean's Office.
<b>Postconditions:</b>	1-Department Secretariat is navigated to 'Pending documents' page.
<b>Priority:</b>	High
<b>Frequency of Use:</b>	Once in every Internship process
<b>Normal Course of Events:</b>	1-Department Secretariat clicks 'Upload document to system' button. 2-Department Secretariat chooses which document he/she want to upload and click 'Upload button.'
<b>Alternative Courses:</b>	1-If exception 1 occurs, page can be refreshed. If problem occurs again, Secretary can communicate Internship Coordinator or system admin via external servers (mail, teams..etc).
<b>Exceptions:</b>	1-Internship Management System throws an error 'Unable to perform that action'.
<b>Includes:</b>	View use case
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	-
<b>Notes and Issues:</b>	-

### 3.1.3.1 Company sign up

Use Case ID:	3.1.3.1		
Use Case Name:	Sign Up		
Created By:	Umut Barış Ürem	Last Updated By:	Umut Barış Ürem
Date Created:	25.11.2023	Date Last Updated:	25.11.2023

Actor:	Company
Description:	Since the company does not have a ready account, it has to sign up.
Preconditions:	1-Company must have a company representative to sign up
Postconditions:	1-Company is navigated to login page.
Priority:	High
Frequency of Use:	Once
Normal Course of Events:	1- Company enters valid “username”. 2- Company enters valid “password”. 3- Company enters the “password” again. 4- Company clicks on “Sign Up” button.
Alternative Courses:	1- The pre-prepared account is notified to the company via email. 2-Company clicks on the link which is attached to the notification in order to login.
Exceptions:	System throws an error message “Invalid sign up credentials”
Includes:	-
Special Requirements:	-
Assumptions:	-
Notes and Issues:	-



# Internship Management System

## CREATE YOUR ACCOUNT

Please enter your email address

Please enter your password

Please re-enter your password

SIGN UP

### 3.1.3.2 Company announce opportunity

Use Case ID:	3.1.3.2		
Use Case Name:	Announce opportunity		
Created By:	Umut Barış Ürem	Last Updated By:	Umut Barış Ürem
Date Created:	24.11.2023	Date Last Updated:	24.11.2023

Actor:	Company
Description:	Company enters the related document about announcement
Preconditions:	1- Company must be logged in to the system.

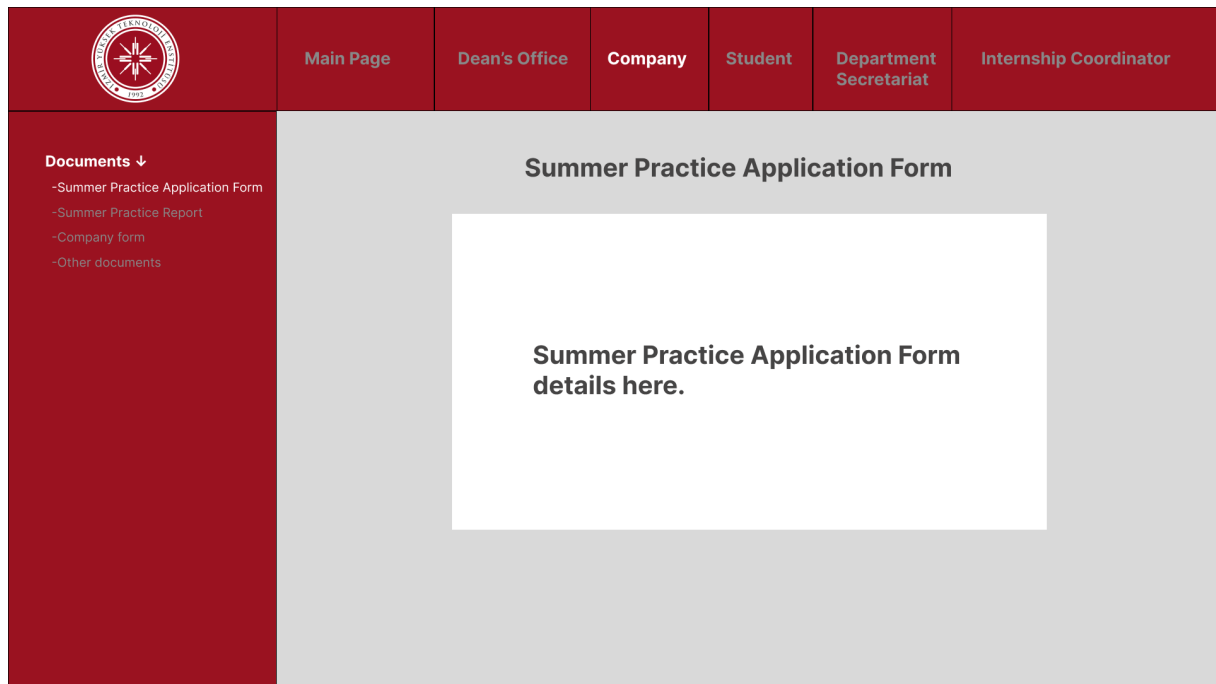
<b>Postconditions:</b>	1- Notification about the announcement document is sent to the admin.
<b>Priority:</b>	High
<b>Frequency of Use:</b>	Once for each announcement
<b>Normal Course of Events:</b>	1-Company clicks on “Announce” button.  2- Company uploads the document for announcement.
<b>Alternative Courses:</b>	-
<b>Exceptions:</b>	System throws an error “Failed to announce” .
<b>Includes:</b>	3.1.6.1 Log in
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	Assume that the announcement document is clear and easy to understand.
<b>Notes and Issues:</b>	-

### 3.1.3.3 Company views summer practice application form

<b>Use Case ID:</b>	3.1.3.3		
<b>Use Case Name:</b>	View Summer Practice Application Form		
<b>Created By:</b>	Umut Barış Ürem	<b>Last Updated By:</b>	Umut Barış Ürem
<b>Date Created:</b>	25.11.2023	<b>Date Last Updated:</b>	25.11.2023

<b>Actor:</b>	Company
<b>Description:</b>	Company views "Summer Practice Application Form" which is filled by student in the system.
<b>Preconditions:</b>	1-Company logged into the system .  2-“Summer Practice Application Form” must be filled by student.
<b>Postconditions:</b>	1-Company is navigated to the edit page.
<b>Priority:</b>	Medium

<b>Frequency of Use:</b>	<b>Two or three times per application</b>
<b>Normal Course of Events:</b>	<b>1-Company clicks on “Documents”</b> <b>2-Company clicks on “Summer practice application form”</b>
<b>Alternative Courses:</b>	
<b>Exceptions:</b>	<b>System throws an error message “Failed to view”.</b>
<b>Includes:</b>	<b>3.1.6.1 Log In</b>  <b>3.1.1.3 Fill document</b>
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	<b>1-Assume that system has no bugs.</b> <b>2-Assume that related field for viewing documents are in the system.</b>
<b>Notes and Issues:</b>	-



**Documents** ↓

- Summer Practice Application Form
- Summer Practice Report
- Company form
- Other documents

**Summer Practice Application Form**

Summer Practice Application Form details here.

### 3.1.3.4 Company enters company information in summer practice

## application form

Use Case ID:	3.1.3.4		
Use Case Name:	Enter company information		
Created By:	Umut Barış Ürem	Last Updated By:	Umut Barış Ürem
Date Created:	24.11.2023	Date Last Updated:	24.11.2023

Actor:	Company
Description:	Company fills the relevant informations in "Summer Practice Application Form"
Preconditions:	<ul style="list-style-type: none"><li>1- Company logged into the system</li><li>2- "Summer Practice Application Form" is filled by student.</li><li>3-Company must be viewed "Summer Practice Application Form"</li></ul>
Postconditions:	1- Document has been made viewable to the Internship Coordinator
Priority:	Medium
Frequency of Use:	Two or three times per application
Normal Course of Events:	<ul style="list-style-type: none"><li>1-Company clicks on "Edit" button.</li><li>2-Company fills the relevant informations in "Summer Practice Application Form"</li></ul>
Alternative Courses:	-
Exceptions:	System throws an error message "Failed to edit".
Includes:	<ul style="list-style-type: none"><li>3.1.6.1 Log in</li><li>3.1.1.3 Fill Document</li><li>3.1.3.3 View summer practice application form</li></ul>
Special Requirements:	-
Assumptions:	Assume that the system has no bugs.
Notes and Issues:	-



### 3.1.3.5 Company views summer practice report

Use Case ID:	3.1.3.5		
Use Case Name:	View Summer Practice Report		
Created By:	Umut Barış Ürem	Last Updated By:	Umut Barış Ürem
Date Created:	25.11.2023	Date Last Updated:	25.11.2023

Actor:	Company
Description:	Company views summer practice report which is uploaded to system by student
Preconditions:	1-Company must be logged into the system 2-The student must have uploaded the summer practice report to the system
Postconditions:	1-Company form became ready to be approved or rejected.
Priority:	High
Frequency of Use:	Once
Normal Course of Events:	1-Company clicks on “Documents” button  2-Company views documents 3-Company clicks on “Summer Practice Report”
Alternative Courses:	1-Student sends summer practice report via email as a pdf file. 2-Company downloads the summer practice report. 3-Company views summer practice report.
Exceptions:	1-System throws an error message “Failed to view”.
Includes:	3.1.6.1 Log in  3.1.1.6 Upload document
Special Requirements:	-
Assumptions:	1-Assume that related field for viewing documents are in the system.
Notes and Issues:	-

### 3.1.3.6 Company approves summer practice report

<b>Use Case ID:</b>	<b>3.1.3.6</b>		
<b>Use Case Name:</b>	<b>Approve summer practice report</b>		
<b>Created By:</b>	<b>Umut Barış Ürem</b>	<b>Last Updated By:</b>	<b>Umut Barış Ürem</b>
<b>Date Created:</b>	<b>25.11.2023</b>	<b>Date Last Updated:</b>	<b>25.11.2023</b>

<b>Actor:</b>	<b>Company</b>
<b>Description:</b>	Company approves the summer practice report that is uploaded to the system by the student.
<b>Preconditions:</b>	1-Company must be logged into the system  2- Company must be viewed summer practice report. 2-The student must have uploaded the summer practice report to the system
<b>Postconditions:</b>	1-Notification about the approvment is sent to the student.
<b>Priority:</b>	High
<b>Frequency of Use:</b>	Once for each student
<b>Normal Course of Events:</b>	1-Company clicks on “Summer Practice Report”  2-Company clicks on “Approve” button.  3-Notification about the approvment is sent to student
<b>Alternative Courses:</b>	1-Student sends summer practice report to company via email as a pdf file. 2-Company downloads the summer practice report. 3-Company views summer practice report.  4-Company sends an approvment notification to student via email.
<b>Exceptions:</b>	1-System throws an error message “Failed to approve”
<b>Includes:</b>	3.1.6.1 Log in 3.1.3.4 View summer practice report  3.1.1.6 Upload Document
<b>Special Requirements:</b>	The approval should be done by the end of the 4th week of the semester that the CENG400 course is taken.

Assumptions:	-
Notes and Issues:	-

### 3.1.3.7 Company rejects summer practice report

Use Case ID:	3.1.3.7		
Use Case Name:	Reject summer practice report		
Created By:	Umut Barış Ürem	Last Updated By:	Umut Barış Ürem
Date Created:	25.11.2023	Date Last Updated:	25.11.2023

Actor:	Company
Description:	Company rejects the summer practice report that is uploaded to the system by the student.
Preconditions:	1-Company must be logged into the system  2- Company must be viewed summer practice report 2-The student must have uploaded the summer practice report to the system
Postconditions:	1-Notification about the rejection is sent to the student.
Priority:	High
Frequency of Use:	One to three times for each student.
Normal Course of Events:	1-Student sends summer practice report to company via email as a pdf file. 2-Company clicks on “Summer Practice Report”  3-Company clicks on “Reject” button. 4-Notification about the rejection is sent to student
Alternative Courses:	1-Company downloads the summer practice report. 2-Company views summer practice report.  3-Company sends rejection notification to student via email.
Exceptions:	1-System throws an error message “Failed to reject”
Includes:	3.1.6.1 Log in 3.1.3.4 View summer practice report

	<b>3.1.1.6 Upload Document</b>
<b>Special Requirements:</b>	The approval should be done by the end of the 4th week of the semester that the CENG400 course is taken.
<b>Assumptions:</b>	-
<b>Notes and Issues:</b>	-

### 3.1.3.8 Update Summer Practice Application Form

<b>Use Case ID:</b>	3.1.3.8		
<b>Use Case Name:</b>	Update Summer Practice Application Form		
<b>Created By:</b>	Umut Barış Ürem	<b>Last Updated By:</b>	Umut Barış Ürem
<b>Date Created:</b>	25.11.2023	<b>Date Last Updated:</b>	25.11.2023

<b>Actor:</b>	Company
<b>Description:</b>	After the company fills the relevant informations in "Summer Practice Application Form" , the letter is sent to internship coordinator.If an error exists in the letter, feedback is sent to company by internship coordinator in order to make corrections
<b>Preconditions:</b>	1-Checking process must be done by internship coordinator.  2-Summer practice application form must be filled at least once by the company.  3-Company must be logged into the system.
<b>Postconditions:</b>	1-The document is ready to be checked by the coordinator.
<b>Priority:</b>	High
<b>Frequency of Use:</b>	One to three times
<b>Normal Course of Events:</b>	1-Company clicks on "Documents" button. 2-Company views documents. 3-Company clicks the "Summer Practice Application Form".  4-Company clicks on "Edit" button. 5-Company makes the corrections in "Summer Practice Application Form".
<b>Alternative Courses:</b>	1-Company sends the updated version of the form to admin via email 2-Admin logs into the system. 3-Admin clicks on "Documents button" 4-Admin views documents 5-Admin clicks the "Summer Practice Application Form"

	<b>6-Admin clicks on “Edit” button.</b> <b>7-Admin makes the corrections based on the document which is sended by company.</b>
<b>Exceptions:</b>	1-System throws an error message “Failed to Edit”
<b>Includes:</b>	3.1.6.1 Log in  3.1.4.2 Reject summer practice application form(2)  3.1.3.4 Enter Company Information
<b>Special Requirements:</b>	
<b>Assumptions:</b>	Assume that the communication between internship coordinator and the company has no issue.
<b>Notes and Issues:</b>	

### 3.1.3.9 Company uploads company form to system

<b>Use Case ID:</b>	3.1.3.9		
<b>Use Case Name:</b>	Upload company form		
<b>Created By:</b>	Umut Barış Ürem	<b>Last Updated By:</b>	Umut Barış Ürem
<b>Date Created:</b>	26.11.2023	<b>Date Last Updated:</b>	26.11.2023

<b>Actor:</b>	Company
<b>Description:</b>	Company uploads company form to system
<b>Preconditions:</b>	1-Student sent company form to company via email
<b>Postconditions:</b>	1-Documents become viewable by other users.
<b>Priority:</b>	Medium
<b>Frequency of Use:</b>	Once
<b>Normal Course of Events:</b>	1-Company logs into the system 2-Company clicks on “Documents” 3-Company clicks on “upload” button.
<b>Alternative Courses:</b>	1-Company send document to Admin via email 2-Admin logs into system 3-Admin clicks on “Documents” 4-Admin clicks on “upload” button.
<b>Exceptions:</b>	System throws an error message “Failed to upload”
<b>Includes:</b>	-
<b>Special Requirements:</b>	
<b>Assumptions:</b>	1-Assume that student sent company form to company via email.
<b>Notes and Issues:</b>	

### 3.1.4.1 Approve Summer Practise Application Form(2)

<b>Use Case ID:</b>	<b>3.1.4.1</b>		
<b>Use Case Name:</b>	<b>Review Summer Application Form(Approved)</b>		
<b>Created By:</b>	<b>Furkan TEMEL</b>	<b>Last Updated By:</b>	
<b>Date Created:</b>	<b>25.11.2023</b>	<b>Date Last Updated:</b>	

<b>Actor:</b>	<b>Internship coordinator</b>
<b>Description:</b>	<b>The internship coordinator view the document( Summer Practise Application Form(2) ) via The Internship System and checks each one of them according to the regulations and the documents found proper</b>
<b>Preconditions:</b>	<b>1- Students who apply for internships must fill in the necessary documents and upload them into the system</b>
<b>Postconditions:</b>	<b>1-The “Approved” situation is saved by the system 2- It must be checked again by the Internship Management System and OBS again</b>
<b>Priority:</b>	<b>High</b>
<b>Frequency of Use:</b>	<b>Minimum one time until the documents are approved and no need to check again</b>

<p><b>Normal Course of Events:</b></p>	<p><b>1-Internship Coordinator logs in to the system with his/her credentials</b></p> <p><b>2-Internship Coordinator clicks the “Documents”</b></p> <p><b>3-Internship Coordinator clicks the “Pending Documents”</b></p> <p><b>4-Internship Coordinator clicks the “Application Documents”</b></p> <p><b>4-Internship Coordinator sees the list of student names which are uploads all the documents into the system and chooses one of them.</b></p> <p><b>5-Internship Coordinator can see all the necessary documents related to the chosen student.</b></p> <p><b>6-Internship Coordinator checks the document according to the regulations</b></p> <p><b>7-Internship Coordinator found that the document is proper for the application</b></p> <p><b>8-Internship Coordinator clicks the “Approved” button.</b></p>
<p><b>Alternative Courses:</b></p>	<p><b>1-If something goes wrong when the student is uploading SPAF into the system due to system failure, he/she contacts with Internship Coordinator via İYTE Mail. The student sends the documents via mail.</b></p> <p><b>2-Internship Coordinator logs in to the system with his/her credentials</b></p> <p><b>3-Internship Coordinator uploads the documents which belong to the student into the system.</b></p> <p><b>4-Internship Coordinator checks the document according to the regulations</b></p> <p><b>5-Internship Coordinator found that the document is proper for the application</b></p> <p><b>6-Internship Coordinator clicks the “Approved” button</b></p>
<p><b>Exceptions:</b></p>	<p><b>1-Server can not authenticate the user’s login form.</b></p> <p><b>2-User provides invalid login credential</b></p> <p><b>3-Internship Coordinator has to have Internship Coordinator type account and the account provide to access to student documents</b></p>

<b>Includes:</b>	-
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	<p>1-Every student should filled the documents which are related to themselves</p> <p>2-Every internship program starts in more than 20 days. ( It should be handling this situation when students apply for internships.)</p>
<b>Notes and Issues:</b>	-

### 3.1.4.2 Reject Summer Practise Application Form(2)

<b>Use Case ID:</b>	3.1.4.2
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<b>Use Case Name:</b>	<b>Review Summer Application Form(Rejected)</b>		
<b>Created By:</b>	<b>Furkan TEMEL</b>	<b>Last Updated By:</b>	<b>Furkan TEMEL</b>
<b>Date Created:</b>	<b>25.11.2023</b>	<b>Date Last Updated:</b>	<b>25.11.2023</b>

<b>Actor:</b>	<b>Internship coordinator</b>
<b>Description:</b>	<b>The internship coordinator views the document( Summer Practise Application Form(2) ) via The Internship System and checks each one of them according to the regulations the documents found not proper and sends feedback to the student who has improper application documents</b>
<b>Preconditions:</b>	<b>1- Students who apply for internships must fill in the necessary documents and upload them into the system</b>
<b>Postconditions:</b>	<b>1-The “Rejected and Send Feedback” situation is saved by the system  2- The system must send notifications to students who have improper documents and companies which is related to these students.</b>
<b>Priority:</b>	<b>High</b>
<b>Frequency of Use:</b>	<b>Minimum one time until the documents are approved and no need to check again</b>

<b>Normal Course of Events:</b>	<p><b>1-Internship Coordinator login to the system with his/her credentials</b></p> <p><b>2-Internship Coordinator clicks the “Documents”</b></p> <p><b>3-Internship Coordinator clicks the “Pending Documents”</b></p> <p><b>4-Internship Coordinator clicks the “Application Documents”</b></p> <p><b>4-Internship Coordinator sees the list of student names which are uploads all the documents into the system and chooses one of them.</b></p> <p><b>5-Internship Coordinator can see all the necessary documents related to the chosen student.</b></p> <p><b>6-Internship Coordinator checks the document according to the regulations</b></p> <p><b>7-Internship Coordinator found that the document is not proper for the application</b></p> <p><b>8-Internship Coordinator clicks the “Rejected” button and writes feedback as a comment.</b></p> <p><b>9-Internship Coordinator clicks the “Reject and Send feedback” button</b></p>
<b>Alternative Courses:</b>	
<b>Exceptions:</b>	<p><b>1- The server can not authenticate the user’s login form.</b></p> <p><b>2- The user provides invalid login credential</b></p> <p><b>3- The internship Coordinator has to have an Internship Coordinator type account and the account provides to access to student documents</b></p>
<b>Includes:</b>	-
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	<p><b>1-Every student uploads the documents which are related to themselves</b></p> <p><b>2-Every internship program starts in more than 15 days. ( It should be handling this situation when students apply for internships.)</b></p>

<b>Notes and Issues:</b>	
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### 3.1.7.1 Approve announcement

<b>Use Case ID:</b>	<b>3.1.7.1</b>		
<b>Use Case Name:</b>	<b>Approve announcement</b>		
<b>Created By:</b>	<b>Furkan TEMEL</b>	<b>Last Updated By:</b>	<b>Furkan TEMEL</b>
<b>Date Created:</b>	<b>21.11.2023</b>	<b>Date Last Updated:</b>	<b>25.11.2023</b>

<b>Actor:</b>	<b>Admin</b>
<b>Description:</b>	<b>The admin checks the documents which have sent from companies to announce and the admin finds this documents proper and publishes them into the system</b>
<b>Preconditions:</b>	<b>1- Approval of agreements signed between the companies and the school for the internship opportunities</b>
<b>Postconditions:</b>	<b>1. The application form will automatically close if it receives enough applications.</b>  <b>2. The system throws an error if the admin do not fill in all the necessary fields</b>  <b>3. When student login into system he is able to see internship programs in the “Announcements” section.</b>
<b>Priority:</b>	<b>Medium</b>

<b>Frequency of Use:</b>	<b>It can be used anytime before the internship process begins.</b>
<b>Normal Course of Events:</b>	<p><b>1-Admin login to the system with his/her credentials</b></p> <p><b>2-Admin clicks the “Documents”</b></p> <p><b>3-Admin clicks the “Pending Documents”</b></p> <p><b>4-Admin clicks the “Internship Opportunities Documents”</b></p> <p><b>5-Internship Coordinator sees the list of company names which uploads all the documents into the system and chooses one of them.</b></p> <p><b>6-Admin can see all the necessary documents related to the chosen company.</b></p> <p><b>7-Admin checks the document according to the regulation</b></p> <p><b>8-Admin found that the document is proper to publish</b></p> <p><b>9-Admin clicks the “Publish Announcement” button</b></p> <p><b>10-Admin clicks the “Publish Internship Opportunities”</b></p> <p><b>11-Admin select the type of the internship and fill the necessary form requirements</b></p> <p><b>12-Admin set due time to opportunities ending.</b></p> <p><b>13-Admin set the limit of the application number.</b></p> <p><b>14-Admin clicks the “Publish” button.</b></p>
<b>Alternative Courses:</b>	<p><b>1-If something go wrong when company uploading “Internship Opportunities Documents” the company contacts with admin through to sending mail.</b></p> <p><b>2-Company sends the documents with using mail.</b></p> <p><b>3-If Admin found that the documents are proper admin mails back for notificate that the oppurtinitie is verified.</b></p> <p><b>4-Admin login to the system with his/her credentials</b></p> <p><b>5-Admin clicks the “Publish Announcement” button</b></p> <p><b>6-Admin clicks the “Publish Internship Opportunities”</b></p> <p><b>7-Admin select the type of the internship and fill the necessary form requirements</b></p> <p><b>8-Admin set due time to opportunities ending.</b></p>

	<b>9-Admin set the limit of the application number.</b> <b>10-Admin clicks the “Publish” button.</b>
<b>Exceptions:</b>	-
<b>Includes:</b>	<b>3.1.3.2 Company announce opportunities</b>
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	-
<b>Notes and Issues:</b>	-

### 3.1.7.2 Reject announcement

<b>Use Case ID:</b>	3.1.7.2		
<b>Use Case Name:</b>	Reject announcement		
<b>Created By:</b>	Furkan TEMEL	<b>Last Updated By:</b>	
<b>Date Created:</b>	21.11.2023	<b>Date Last Updated:</b>	25.11.2023

<b>Actor:</b>	Admin
<b>Description:</b>	The admin checks the documents which have sent from companies to announce and the admin finds this documents improper. The admin reject to announce and give feedback to the companies
<b>Preconditions:</b>	1- Approval of agreements signed between the companies and the school for the internship opportunities
<b>Postconditions:</b>	1- The companies which is rejected must revise the documents according to feedback and given regulation and must upload these documents into the system again.
<b>Priority:</b>	Medium
<b>Frequency of Use:</b>	It can be repeated until the documents are approved.

<b>Normal Course of Events:</b>	<p>1-Admin login to the system with his/her credentials</p> <p>2-Admin clicks the “Documents”</p> <p>3-Admin clicks the “Pending Documents”</p> <p>4-Admin clicks the “Internship Opportunities Documents”</p> <p>4-Admin sees the list of company names which are uploads all the documents into the system and chooses one of them.</p> <p>5-Admin can see all the necessary documents related to the choosen company.</p> <p>6-Internship Coordinator checks the document according to the regulations</p> <p>7-Admin found that the document is improper for the publish</p> <p>8-Admin clicks the “Add comment” button and write feedback.</p> <p>9- Admin clicks the “Reject the Announcement” button.</p>
<b>Alternative Courses:</b>	<p>1-If something goes wrong when the company uploads “Internship Opportunities Documents” the company contacts with admin by sending mail.</p> <p>2-Company sends the documents using mail.</p> <p>3-If Admin found that the documents are not proper admin mails back for notification that the opportunity is rejected and give feedback.</p>
<b>Exceptions:</b>	-
<b>Includes:</b>	-
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	-
<b>Notes and Issues:</b>	-


3.1.4.6 View Documents

Use Case ID:	3.1.4.6		
Use Case Name:	View Documents		
Created By:	Furkan TEMEL	Last Updated By:	
Date Created:	24.11.2023	Date Last Updated:	



<b>Actor:</b>	Internship coordinator
<b>Description:</b>	The internship coordinator can view the documents via the internship system.
<b>Preconditions:</b>	<p>1. Students who have finished their internship must fill out the necessary documents and upload them into the system (student survey).</p> <p>2: Companies that are related to the student must fill out the necessary documents and upload them into the system (Student Report, Company Form).</p>
<b>Postconditions:</b>	1. The internship coordinator must see the documents and check them.
<b>Priority:</b>	High
<b>Frequency of Use:</b>	Minimum one time until the documents are approved, and no need to check again.
<b>Normal Course of Events:</b>	<p>1. The internship coordinator logs into the system with his or her credentials.</p> <p>2-The internship coordinator clicks on "Documents."</p> <p>3-The internship coordinator clicks "Pending Documents."</p> <p>4- The internship coordinator should see the list of student names, which uploads all the documents into the system, and choose one of them.</p> <p>5-The internship coordinator can see all the necessary documents related to the chosen student.</p>
<b>Alternative Courses:</b>	
<b>Exceptions:</b>	<p>1: The server cannot authenticate the user's login form</p> <p>2: The user provides an invalid login credentials</p>

	<b>3: The internship coordinator has to have an internship coordinator-type account, and the account provides access to student documents.</b>
<b>Includes:</b>	
<b>Special Requirements:</b>	
<b>Assumptions:</b>	<b>1. Every student uploads the documents that are related to themselves.</b>
<b>Notes and Issues:</b>	



Main Page
Dean's Office
Company
Student
Department Secretariat
**Internship Coordinator**

Documents ↓  
-Pending Documents

### Students who have uploaded all files

Student 1		
Student 2		
Student 3		

### 3.1.4.7 Reject documents

<b>Use Case ID:</b>	<b>3.1.4.7</b>		
<b>Use Case Name:</b>	<b>Reject documents</b>		
<b>Created By:</b>	<b>Furkan TEMEL</b>	<b>Last Updated By:</b>	<b>Furkan TEMEL</b>
<b>Date Created:</b>	<b>24.11.2023</b>	<b>Date Last Updated:</b>	<b>24.11.2023</b>

<b>Actor:</b>	<b>Internship coordinator</b>
<b>Description:</b>	<b>The internship coordinator checks the necessary documents, and he or she finds the documents are improper for approval.</b>
<b>Preconditions:</b>	<b>1-Internship coordinator must see the documents and check them</b>  <b>2-Internship coordinator has to check whether the files sent by the student are correct according to the regulation</b>
<b>Postconditions:</b>	<b>1-The system save the “Rejected” documents and send notification to the student’s or company’s account</b>
<b>Priority:</b>	<b>High</b>
<b>Frequency of Use:</b>	<b>It can be repeated until the documents are approved.</b>

<b>Normal Course of Events:</b>	<p><b>1-Internship Coordinator sees the documents which are filled with company and student( Student Report, Company form, Student Survey)</b></p> <p><b>2-Internship Coordinator checks the documents each of them according to the regulation.</b></p> <p><b>3-If Internship Coordinator founds that even one of them are not proper he/she clicks the “Rejected” button due to improper ones</b></p> <p><b>4-Internship Coordinator adds a comment as a feedback and clicks to “send” button.</b></p> <p><b>4-The system save the “Rejected” documents and send notification to the student’s or company’s account</b></p> <p><b>5-The Student or the company must fill the documents again properly and upload the revised ones into the system.</b></p>	
<b>Alternative Courses:</b>	-	
<b>Exceptions:</b>	-	
<b>Includes:</b>	3.1.4.6	
<b>Special Requirements:</b>	-	
<b>Assumptions:</b>	1-Every student is upload the documents which are related to themselves	
<b>Notes and Issues:</b>	-	

### 3.1.4.8 Checks the Final Documents and Approve

<b>Use Case ID:</b>		<b>3.1.4.8</b>	
<b>Use Case Name:</b>		<b>Checks the Final Documents and Approve</b>	
<b>Created By:</b>	<b>Furkan TEMEL</b>	<b>Last Updated By:</b>	
<b>Date Created:</b>	<b>24.11.2023</b>	<b>Date Last Updated:</b>	
<b>Actor:</b>		<b>Internship coordinator</b>	
<b>Description:</b>		<b>Internship coordinator checks the necessary documents and he/she found the documents are proper for approved</b>	
<b>Preconditions:</b>		<b>1-Internship coordinator must see the documents and check them</b>  <b>2-Internship coordinator has to check whether the files sent by the student are correct according to the regulation</b>	
<b>Postconditions:</b>		<b>1-The internship coordinator entered the grading system and graded the student, which was approved.</b>	
<b>Priority:</b>		<b>High</b>	
<b>Frequency of Use:</b>		<b>It only happened once for every approved student</b>	
<b>Normal Course of Events:</b>		<b>1. The internship coordinator sees the documents that are filled with company and student information (student report, company form, student survey).</b>  <b>2-The internship coordinator checks the documents for each of them according to the regulation.</b>  <b>3. If the internship coordinator finds that all of them are proper, he or she clicks the “Approved” button.</b>	

	<b>4: The system saves the “approved” documents and sends notifications to the student’s or company’s account.</b>
<b>Alternative Courses:</b>	
<b>Exceptions:</b>	
<b>Includes:</b>	<b>3.1.4.6</b>
<b>Special Requirements:</b>	
<b>Assumptions:</b>	<b>1-Every student is upload the documents which are related to themselves</b>
<b>Notes and Issues:</b>	

### 3.1.4.9 Enter the Report Grades

<b>Use Case ID:</b>	<b>3.1.4.9</b>		
<b>Use Case Name:</b>	<b>Enter the Report Grades</b>		
<b>Created By:</b>	<b>Furkan TEMEL</b>	<b>Last Updated By:</b>	
<b>Date Created:</b>	<b>24.11.2023</b>	<b>Date Last Updated:</b>	

<b>Actor:</b>	<b>Internship coordinator</b>
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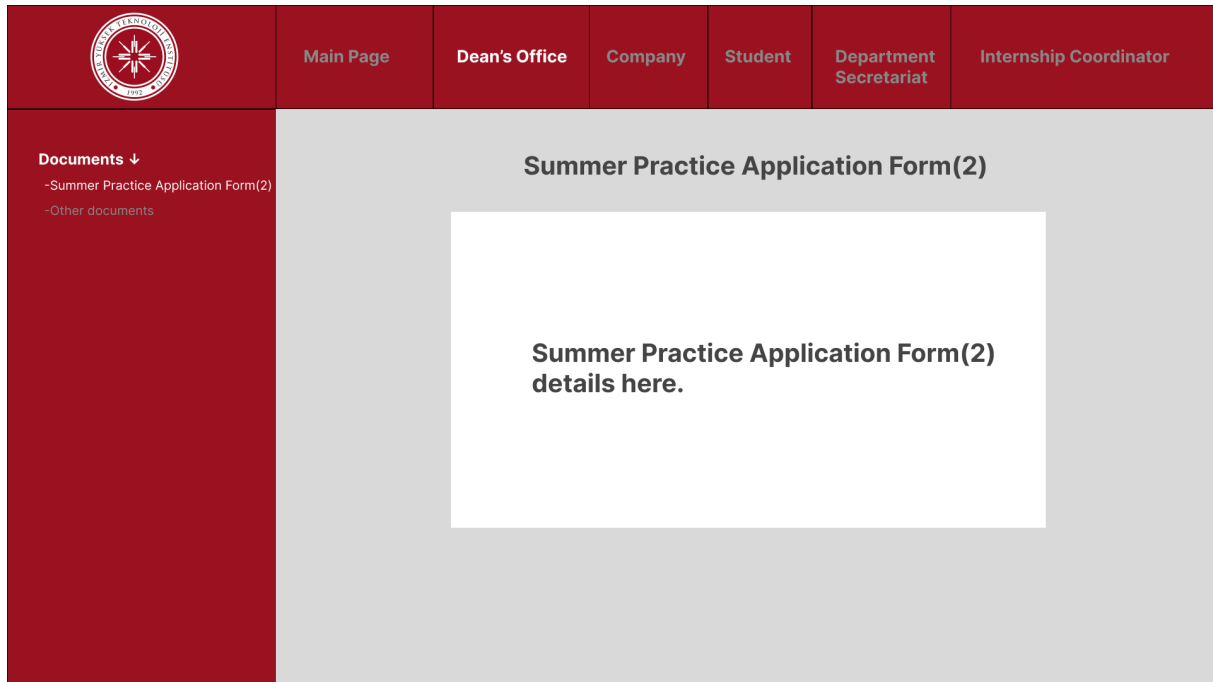
<b>Description:</b>	The internship coordinator enters the report grades that relate to the approved student.
<b>Preconditions:</b>	<p>1. Internship Coordinator enters report grades for which students' documents have been approved.</p> <p>2. It must also interconnect OBS into the system.</p>
<b>Postconditions:</b>	1. The grades must be saved in OBS.
<b>Priority:</b>	High
<b>Frequency of Use:</b>	It only happened once for every approved student.
<b>Normal Course of Events:</b>	<p>1-The internship coordinator logs into the system with his or her credentials.</p> <p>2-The internship coordinator clicks “be grade.”</p> <p>3. If the internship coordinator finds that all of them are proper, he or she clicks the “Approved” button.</p> <p>4: The system saves the “approved” documents and sends notifications to the student’s or company’s account.</p>
<b>Alternative Courses:</b>	
<b>Exceptions:</b>	
<b>Includes:</b>	3.1.4.8
<b>Special Requirements:</b>	
<b>Assumptions:</b>	1-Every student is upload the documents which are related to themselves
<b>Notes and Issues:</b>	

### 3.1.5.1 Dean's Office displays the Summer Practice Application Form(2) form

Use Case ID:	3.1.5.1		
Use Case Name:	View Summer Internship Application Form(2)		
Created By:	Niyazi Alperen Tuğan	Last Updated By:	Niyazi Alperen Tuğan
Date Created:	25.11.2023	Date Last Updated:	25.11.2023

Actor:	Dean's Office
Description:	Viewing the Summer Internship Application Form(2) completed by the company and the responsible instructor to start the SSI process
Preconditions:	1- Department secretariat must upload Summer Practice Application Form(2) to the system
Postconditions:	1- You will be redirected to the Dean's Office document viewing page.
Priority:	High
Frequency of Use:	Once in every application
Normal Course of Events:	1- Go to the Dean's office documents page. 2- Click on Summer Practice Application Form(2) on the Dean's Office documents page.
Alternative Courses:	If exception 1 occurs, the page can be refreshed.
Exceptions:	1- Document is not displayed due to system error.
Includes:	3.1.6.1 Login
Special Requirements:	-
Assumptions:	Assume that Dean's Office has necessary internet connection.
Notes and Issues:	-





### 3.1.5.2 Dean's Office downloads the spa2 form

<b>Use Case ID:</b>	3.1.5.2		
<b>Use Case Name:</b>	Download Document		
<b>Created By:</b>	Niyazi Alperen Tuğan	<b>Last Updated By:</b>	Niyazi Alperen Tuğan
<b>Date Created:</b>	25.11.2023	<b>Date Last Updated:</b>	25.11.2023

<b>Actor:</b>	Dean's Office
<b>Description:</b>	Download the Summer Practice Application Letter to start the SSI procedures.
<b>Preconditions:</b>	1- Summer Practice Application Form(2) must be uploaded to the system by the department secretariat.
<b>Postconditions:</b>	1- The Dean's Office is directed to the documents page.
<b>Priority:</b>	High

<b>Frequency of Use:</b>	Once in every application
<b>Normal Course of Events:</b>	1- Click on the Summer Practice Application Form(2) file. 2- Click on the Dean's Office download button.
<b>Alternative Courses:</b>	If exception 1 and exception 2 occurs, the page can be refreshed.
<b>Exceptions:</b>	1- System doesn't allow Dean's Office to download document. 2- Server doesn't respond when user clicks 'download'
<b>Includes:</b>	3.1.5.1-View Document
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	1- Assume that Dean's Office has necessary internet connection.
<b>Notes and Issues:</b>	-

### 3.1.5.3 Dean's Office uploads the SSI document to the system

<b>Use Case ID:</b>	3.1.5.3		
<b>Use Case Name:</b>	Upload Document		
<b>Created By:</b>	Niyazi Alperen Tuğan	<b>Last Updated By:</b>	Niyazi Alperen Tuğan
<b>Date Created:</b>	25.11.2023	<b>Date Last Updated:</b>	25.11.2023

<b>Actor:</b>	Dean's Office
<b>Description:</b>	1- Uploads the necessary document regarding the SSI registration to the system
<b>Preconditions:</b>	1- The procedures for completing the SSI registration have been completed.
<b>Postconditions:</b>	1- Redirected to the homepage.
<b>Priority:</b>	High
<b>Frequency of Use:</b>	Once in every application

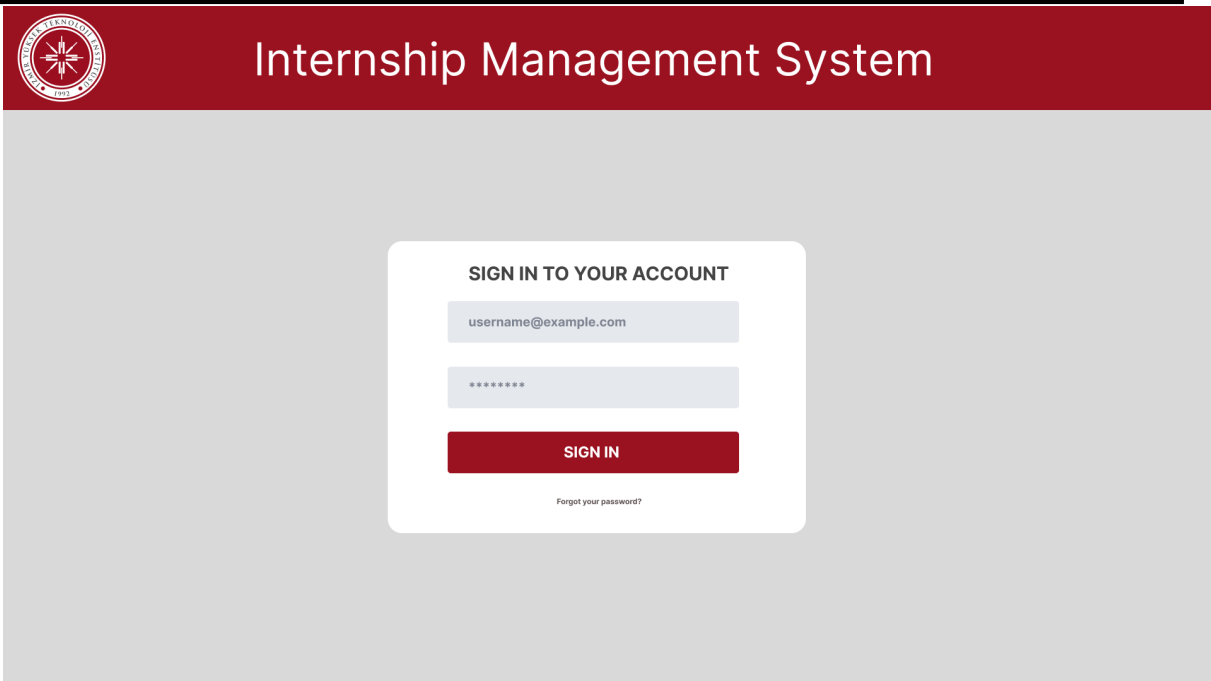
<b>Normal Course of Events:</b>	1- Clicks the upload document button 2- Selects the SSI document. 3- Clicks the arrow button. 4- Clicks the Upload button.
<b>Alternative Courses:</b>	If exception 1 and exception 2 occurs, the page can be refreshed.
<b>Exceptions:</b>	1- System doesn't allow Dean's Office to upload document. 2- Server doesn't respond when user clicks 'download'
<b>Includes:</b>	3.1.5.1- View document
<b>Special Requirements:</b>	-
<b>Assumptions:</b>	1- Assume that Dean's Office has necessary internet connection.
<b>Notes and Issues:</b>	-

### 3.1.6.1 General Login Use Case for every actor

<b>Use Case ID:</b>	3.1.6.1		
<b>Use Case Name:</b>	Log In		
<b>Created By:</b>	Umut Barış Ürem	<b>Last Updated By:</b>	Umut Barış Ürem
<b>Date Created:</b>	25.11.2023	<b>Date Last Updated:</b>	25.11.2023

<b>Actor:</b>	Admin,Student,Company,Department Secretariat,Dean's Office,Internship Coordinator
<b>Description:</b>	Actors enters the system with valid entry credentials
<b>Preconditions:</b>	1-Actors must have authenticated account
<b>Postconditions:</b>	1-Actors navigated to main page.
<b>Priority:</b>	High
<b>Frequency of Use:</b>	Once
<b>Normal Course of Events:</b>	1-Actor enters "Username" 2-Actor enters "password" 3-Actor clicks to "login" button
<b>Alternative Courses:</b>	1- Admin sends a one time username and password to the actors via email. 2-Actor clicks on the link attached to the email. 3-Actor enters one time "username" 4- Actor enters one time "password" 5-Actor clicks to "login" button.
<b>Exceptions:</b>	1-System throws an error message "Invalid entry credentials"
<b>Includes:</b>	-
<b>Special Requirements:</b>	1-Company must have been signed up to system.

<b>Assumptions:</b>	<b>Assume that all valid entry credentials fetched from Iztech OBS.</b>
<b>Notes and Issues:</b>	-



**Internship Management System**

**SIGN IN TO YOUR ACCOUNT**

username@example.com

\*\*\*\*\*

**SIGN IN**

[Forgot your password?](#)

### ***3.2 External Interfaces (other than user interfaces)***

#### **Software Interfaces:**

##### **1. OBS Interface**

- **Description:** The OBS interface facilitates the exchange of information between the Izmir Institute of Technology's

Student Information System (OBS) and the Internship Management System (IMS).

- **Source/Destination:** Input from OBS and output to IMS.
- **Valid Range, Accuracy, and/or Tolerance:** Data accuracy is crucial for student eligibility verification, and the interface must ensure the correct transmission of academic information.
- **Units of Measure:** N/A
- **Timing:** Real-time synchronization to provide up-to-date student information.
- **Relationships to Other Inputs/Outputs:** Directly influences the verification process of student eligibility within IMS.

## **Communication Interfaces:**

### **2. HTTPS Protocol**

- **Description:** The system utilizes the HTTPS protocol for secure communication between the server and client since IMS is a web application.
- **Source/Destination:** Bidirectional communication between the server hosting IMS and the clients (users).
- **Valid Range, Accuracy, and/or Tolerance:** Ensures secure data transmission, protecting sensitive information during interactions.
- **Units of Measure:** N/A
- **Timing:** Real-time communication for user interactions and data exchanges.
- **Relationships to Other Inputs/Outputs:** Fundamental for all data exchanges within the system.

## **Electronic Forms**

- **Description:** Electronic forms are strongly emphasized over traditional paper forms for various data submissions within the system.
- **Source/Destination:** Input from users (students, companies, etc.) and output to the system database.

- **Valid Range, Accuracy, and/or Tolerance:** Improves data accuracy and minimizes errors associated with manual data entry.
- **Units of Measure:** N/A
- **Timing:** Submission timing aligns with the respective stages of the internship process.
- **Relationships to Other Inputs/Outputs:** Replaces traditional paperwork, streamlining the document submission process.

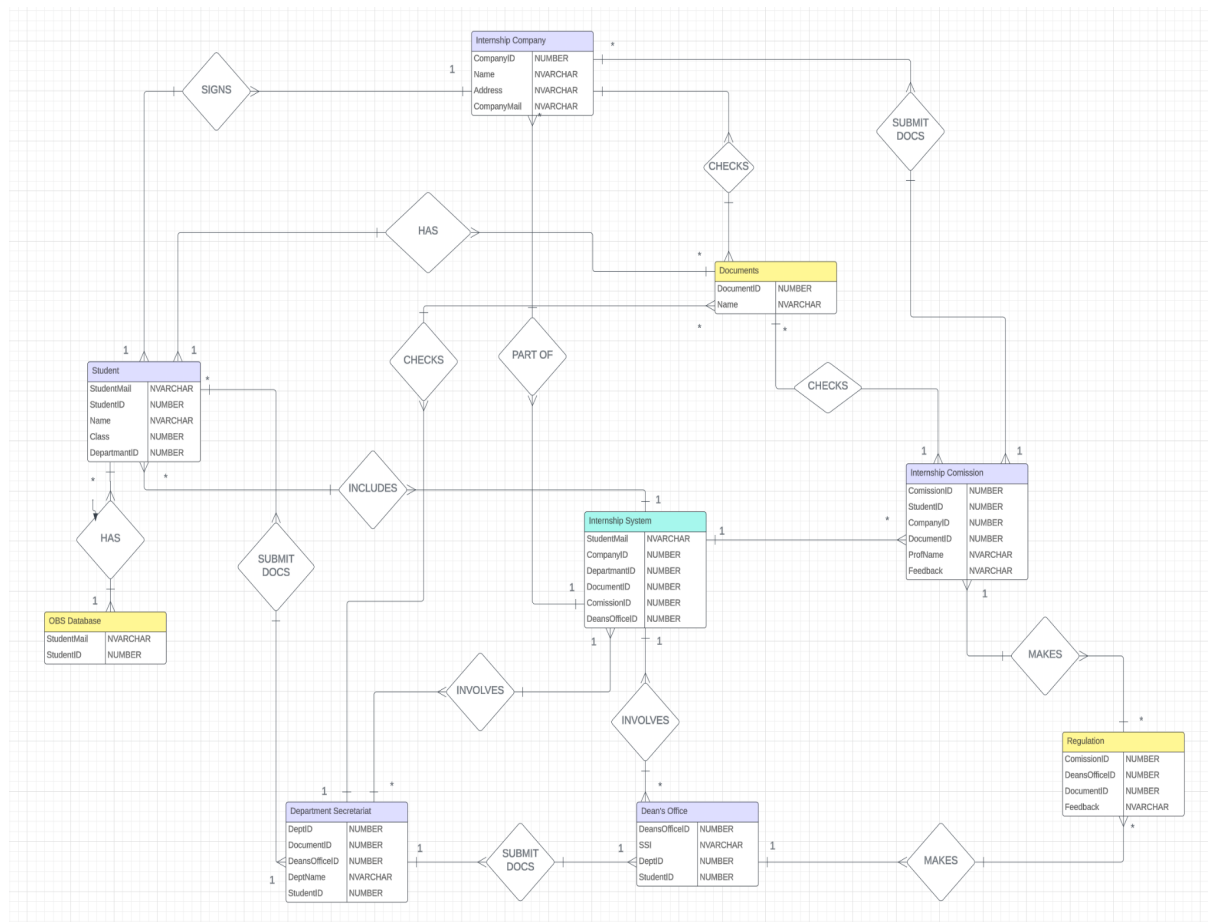
### **JSON Format for State Transmission**

- **Description:** The state is transmitted between the server and client in JSON format.
- **Source/Destination:** Bidirectional communication between server and client during system interactions.
- **Valid Range, Accuracy, and/or Tolerance:** JSON format ensures structured and accurate data transmission.
- **Units of Measure:** N/A
- **Timing:** Real-time transmission during user interactions.
- **Relationships to Other Inputs/Outputs:** Facilitates the exchange of data and system state between the server and client components.

### **3.3 *Generic performance/software requirements (other than those related with use cases)***

- The system must support a minimum of 500 simultaneous users at any given time.
- Web page loading times should not exceed 10 seconds to ensure a seamless user experience.
- The system may have a maximum of 5 hours of planned maintenance downtime per year to maintain uninterrupted operation.
- Date and time formats should be adjustable based on user geographic locations.
- In the event of an error, the system should be capable of restoring functionality within 10 minutes to prevent data loss.

### 3.4 Logical database requirements (ER Diagram)



\*\*Yellow titles represents weak entities.

### 3.5 Design Requirement

- The interface of a web application should be applicable to screens of various sizes.
- The system should be compatible with commonly used web browsers (e.g., Chrome, Firefox, Safari).
- Light themes will be used throughout the system.

### 3.6 Other Requirement

#### Performance Requirements:

#### User Interaction:

- The system must support a minimum of **500 simultaneous users** at any given time.
- Web page loading times should not exceed **10 seconds** to ensure a seamless user experience.

#### Scalability:

- The system should be scalable to accommodate a peak workload that is **three times the normal workload**, ensuring optimal performance during high-demand periods.
- The system architecture should be designed to scale and accommodate a growth rate of **20% annually** in terms of users, data, and transactions.

#### **Data Handling:**

- The system must be capable of handling a minimum of **1000 transactions per minute** during peak workload conditions.
- The system should process and manage a minimum of **1 terabyte of data** within any 24-hour period under normal workload conditions.

#### **Response Time:**

- The system must respond to user queries within **3 seconds** under normal workload conditions.
- In the event of an error, the system should be capable of restoring functionality within **10 minutes** to prevent data loss.

#### **System Maintenance and Availability:**

##### **Planned Maintenance:**

- The system may have a maximum of **5 hours of planned maintenance downtime per year** to maintain uninterrupted operation.

##### **Uptime and Availability:**

- The system must maintain an availability rate of **99.9%** and an uptime of **at least 12 hours per day**.
- Automated data backups must occur at least **once every 24 hours** to safeguard against data loss.

#### **Security and Compliance:**

##### **Security Incident Response:**

- In the event of a security incident, the system should initiate a response within **15 minutes**, including isolation of affected areas and notification to relevant stakeholders.
- Audit logs must be retained for a minimum of **12 months** to facilitate security audits and investigations.



## **User Experience and Authentication:**

### **User Preferences:**

- Date and time formats should be adjustable based on user geographic locations.

The system should authenticate user credentials within **2 seconds** to ensure a quick and secure login process.