



Computer Engineering Internship Guide

Purpose and General Topics



- ✓ The purpose of the internship is to enable students to get to know the business areas related to the programs they study, learn the practices in the workplace, and gain experience by applying the knowledge and skills they have acquired through education and training.
- ✓ Internship is a compulsory work to be done outside of classes in order to obtain a bachelor's degree. In order to be successful in Internship-1 and Internship-2 courses, it is necessary to successfully complete the internships.
- ✓ Internship students should carefully read the Internship Directive on the department page. Announcements about the internship are available in the Internship Documents section under the Student Tab on the section page.

Internship Process and Place



- ✓ Internship I is done in 20 days at the end of the 2nd year at the earliest and Internship II in 20 days at the end of the 3rd year at the earliest. In order to meet the graduation requirement, at least a total of 40 days of internship must be done.
- ✓ If students wish, they can do 2 Internships together in the 3rd Year Summer term.
- ✓ A week is considered to be five working days. In workplaces legally working on Saturday, students who will do internship on Saturday are accepted as the sixth working day, provided that they are documented.

Internship Process and Place



- ⚠ Internships must be done on the dates determined by the Faculty. Otherwise, the Internship Committee or Student Affairs should be contacted.
- ⚠ Work done on Sundays and public holidays is not counted as the internship period.
- ⚠ There is an obligation to actually and uninterruptedly attend the internship. Internship days that cannot be attended even due to an excuse are deducted from the total internship days.

Internship Process and Place



- ✓ The student has to do his internship in an organization that operates in a field related to his/her department and has at least one software or computer engineer. If the institution carries out a study on computer hardware, the electrical-electronics engineer can be accepted as the responsible engineer.
- ✓ During the internship period, students complete their internship under the supervision of an engineer in charge of learning to be determined by the workplace.
- ✓ Students do their internships in domestic or foreign public/private institutions and organizations that are suitable for their fields.
- ✓ Internship I or Internship II can also be done in the same institution and organization.

Internship Process and Place



- ⚠ Internship is applied for students to gain experience about the applications of the theoretical knowledge they have knitted. Internships other than computer engineering applications such as personal computer maintenance will not be accepted.
- ⚠ As long as the student does his internship, he/she must comply with the legal, administrative, working, discipline and occupational safety rules of the workplace and the provisions of the Higher Education Institutions Student Disciplinary Regulation.
- ⚠ Separate application forms and internship books must be filled in for internships held in the same institution and organization.

Internship Documents

✓ Necessary information should be filled in the INTERNSHIP ACCEPTANCE FORM on the department page. (The sections inside the lower and upper red rectangles.)

✓ For approval, the document is scanned and sent to the internship commission by e-mail. The e-mail header should be filled as "Internship Acceptance Form". The mail is sent to the Internship Commission. (ssevim@bandirma.edu.tr)

✓ After the department internship commission examines the student's form and sends the "approved" e-mail, the institution signs and stamps the relevant parts. (Section shown with green box)

T.C. BANDIRMA ONYEDİ EYLÜL ÜNİVERSİTESİ MÜHENDİSLİK VE DOĞA BİLİMLERİ FAKÜLTESİ ZORUNLU STAJ KABUL FORMU	
Sayı :/20.... Konu: Zorunlu Staj	
İLGİLİ MAKAMA	
ÖĞRENCİNİN	
Adı/Soyadı	
Bölümü	
Numarası	
T.C. Kimlik Numarası	
Daimi Adresi	
Telefonu	
Stajın Adı ve Süresi	Birinci Staj: <input type="checkbox"/> İkinci Staj: <input type="checkbox"/> / 20 İş Günü
1. Aşağıda belirtilen tarihler arasında stajımı yapacağımı, 2. Stajımın başlangıç tarihinde herhangi bir değişiklik yapmayacağımı, 3. Staja fiilen başladıktan sonra herhangi bir sebeple stajı bırakmam halinde 3 (üç) gün içerisinde Fakültemin aşağıda yazılı faks numarasına faks çekerek ayrıca telefonla da bilgi vereceğimi aksi halde 5510 Sayılı Sigortalar ve Genel Sağlık Sigortası Kanunu gereği doğacak cezai yükümlülükleri kabul ettiğimi, taahhüt ederim.	
Öğrenci Ad/Soyad - İmza	

İlgili Makama
Fakültemiz öğrencilerinin öğrenim süresi sonuna kadar kuruluş ve işletmelerde bir staj dönemi için 20 iş günü staj yapma zorunluluğu vardır. Fakültemizde öğrenim gören ve zorunlu staja tabi tutulan öğrencilerin 5510 sayılı Sosyal Sigortalar ve Genel Sağlık Sigortası Kanunu uyarınca sigortasının başlangıcı, sona ermesi ve bildirim yükümlülüğü kurumumuz tarafından yapılacaktır. Yukarıda bilgileri yer alan öğrencimizin stajını kuruluşunuzda yapmasına müsaadeniz ve göstereceğiniz ilgi için Bandırma Onyedi Eylül Üniversitesi Mühendislik ve Doğa Bilimleri Fakültesi adına teşekkür eder, çalışmalarınızda başarılar dileriz.

Bölüm Staj Komisyonu

İSVEREN:	
Yukarıda adı geçen öğrencinin Birinci Stajını: <input type="checkbox"/> İkinci Stajını: <input type="checkbox"/> firmamızda yapması uygun görülmüştür.	
Staj Başlama Tarihi	:/20....
Staj Bitiş Tarihi	:/20....
Staj Süresi (İş Günü)	: 20 İş Günü
Cumartesi Günleri	: Dahil (...) Dahil Değil (...)
Staj Döneminde Ücret Veriliyorsa	: Evet: <input type="checkbox"/> / Hayır: <input type="checkbox"/> Cevap Evet ise Tutarı:
STAJ YERİNİN:	
Kurum/İşletme Adı	
Kurum /İşletme Adresi	
Üretim/Hizmet Alanı	
Telefon ve Faks Numarası	
Vergi Kavıt Numarası	
Yetkilinin İsmi: Ünvanı : Kaşe ve İmza :/20....	

1. Öğrenci Staj Kabul Formunu işyerine imzalatarak, staj yapacağı kurumun başkanına veya yetkili kişisine teslim etmelidir.
2. Yukarıda ismi yazılı öğrencimizin sigorta işlemlerinde buradaki bilgileri esas alınacaktır.
3. Öğrenci her staj için ayrı staj kabul formu doldurmak zorundadır.
4. Öğrenciler staj tarihlerini belirlerken bölümün belirlediği staj tarihlerini esas almalıdır.

Adres: T.C Bandırma Onyedi Eylül Üniversitesi Mühendislik ve Doğa Bilimleri Fakültesi
Yeni Mahalle Şehit Astsubay Mustafa Soner Varlık Caddesi No:77 PK:10200 Bandırma / BALIKESİR
Tel: 0266 606 35 04, E-Posta: muhendislik@bandirma.edu.tr

Internship Documents



In order to initiate insurance transactions

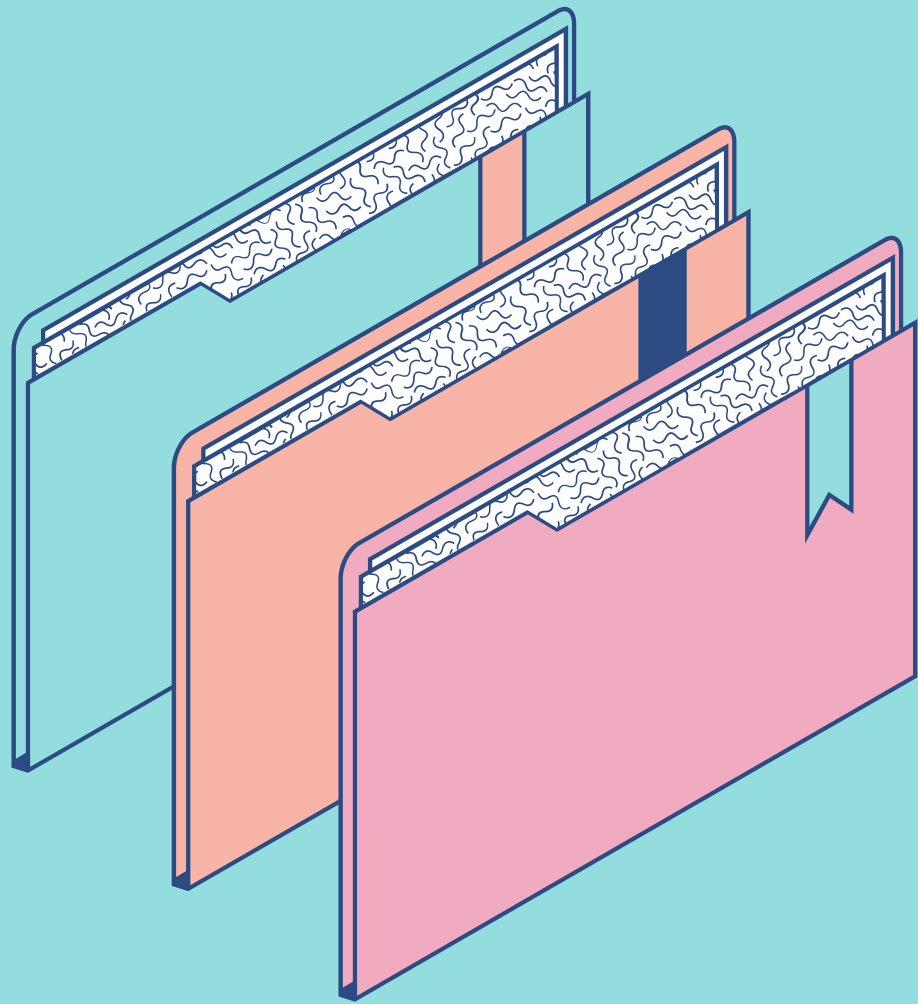
- Approved and Stamped Internship Acceptance Form
- General Health Insurance Declaration and Commitment Form
- Internship Consent Certificate
- Copy of Identity Card

should be sent to muhendislik@bandirma.edu.tr.

"Computer Engineering Internship Documents" should be written as the e-mail header. The content of the e-mail must contain the student's name, surname and school number. The above-mentioned documents should be sent as an e-mail attachment.



Documents sent by e-mail must also be hand-delivered to the Faculty Registrar's Office at the latest 15 days before the start of the internship, with wet signatures, or by courier.



Internship Notebook



The internship notebook will consist of the following sections:

- Internship file cover page (outer cover)
- The front cover of the internship file (with pictures and approval): the student's name, surname, number, the start and end dates of the internship, the number of days of internship, the name and surname of the workplace supervisor, signature and approval.
- Summary Chart: In the places given on a weekly basis in the internship file, it will be written what type of work is carried out every day and on which pages the detailed explanations of these jobs are.
- Work done during the internship: In this section, the work done in the jobs specified in the internship directive will be written in detail on a daily basis. At least one page will be filled for each day.





Internship Notebook

- ✓ What you do during the day and their contribution to you should be clearly stated. For example, you should clearly write down the reasons for a problem you encounter, the solutions, if any, along with the alternatives, and the reason for the solution you have chosen.
- ✓ When a subject is researched, the subject should be explained in the student's own words.
- ✓ It can be used in the notebook with explanations of graphics, pictures and code fragments. For example, when you add a piece of code you wrote to the internship book, you are expected to clearly state the reason for using the code and the working logic. In this way, when your internship notebook is examined, your work can be understood more easily.
- ✓ The internship notebook abroad can be filled in English or Turkish according to the principles specified in the internship procedures and principles.

Internship Notebook



Pages cannot contain only images, code fragments or short text. Do not use short descriptions and unnecessary descriptions!

Internship Notebook



- ✓ It should be 12 point size. "Times New Roman" font should be used. The texts should be written justified on both sides. The star range should be set to 1.15.
- ✓ The internship notebook can also be filled in manually, provided that it is regular.
- ✓ The internship notebook should have a minimum of 20 pages, with at least one page per day.
- ✓ Each page in the internship notebook must be signed and stamped by the responsible engineer. For this reason, care should be taken to fill the internship book daily during the internship.

After the Internship



- ✓ Internship files must be submitted within the time determined by the department internship commission.
- ✓ At the end of the internship, a photograph should be attached to the Internship Registry Form and submitted to the company where you are doing the internship for the responsible engineer to fill out. You must receive the Internship Registration Form (in a Closed Envelope and Stamped Cover) from the institution where you did your internship.
- ✓ "Workplace Evaluation Questionnaire" is filled by the student.

After the Internship



- ✓ The documents to be submitted at the end of the internship are as follows;
 - Internship Registration Form in a sealed and stamped envelope
 - Internships book
 - Workplace Evaluation Questionnaire
- ✓ Documents must be submitted within the dates determined by the Internship Commission.

General Warnings



- ➔ The student whose internship place is accepted and approved has to do an internship at the specified place.
- ➔ The internship of the intern student who is absent for 3 days without permission or excuse is cancelled.
- ➔ The insurance fee paid for the students who declare that they will do their compulsory internship and cannot do their internship due to various reasons, is taken back.
- ➔ Read the "Internship Procedures and Principles" in the Internship Documents!

General Warnings



- ➔ Students who will not be able to do their internship due to various reasons after arranging the internship place should notify the student affairs at least 1 day before the start.
- ➔ In case of early departure from the internship for any reason, it must be reported to the Student Affairs within 3 working days at the latest.
- ➔ There is an obligation to actually and uninterruptedly attend the internship.
- ➔ A student who takes leave or a report while doing her/his internship must make up for the days she did not do internship at the end of the same internship period.

Internship Documents

- ✓ You can access the internship documents from the link below or from the Computer Engineering Department Page.



<https://mdbf.bandirma.edu.tr/tr/bil-muh/Sayfa/Goster/Staj-Belgeleri-15522>

Internship Documents