

FREQUENTLY ASKED QUESTIONS (FAQS) ABOUT EE400 COURSE

It is obligatory to carefully read the legislation and other documents shared at the web page before communicating with internship committee members. Each student who gets in contact with internship committee via e-mail or any other way, will be accepted as “read the legislation”. Students should be aware that any question regarding the announced rules may/may not be answered.

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Internship Legislation

Dated 28/05/2020, Decision of the Department legislation (yönetmelik) about the “Engineering Department Internship Application Rules” can be found at the link below;

[Yönetmelik](#)

Internship Application

Students should do the researches about internship opportunities related to their area of interest. After finding appropriate internship location (such as a firm, factory, laboratory etc.), students should submit the application documents to department secretarial in order to start the investigation process for internship location and insurance works which will be done by human resources. Students have to be insured by Yeditepe University during their internship interval. In order not to deal with any delay about the insurance process, it is recommended for students that completely deliver all application forms at least 4 weeks before the internship starting date. While determining the internship interval, students should not take any courses at university (so that, internship days should not coincide with course semesters, semesters final dates etc.) Internship application documents can be found at the link below;

[Staj Başvuru Evrakları](#)

Internship Forms

At the end of the internship, students are expected to fill the documents shared below. Workplace Student Evaluation Form (İşyeri Stajyer Değerlendirme Formu) will be filled by supervisor at the internship location. This form should be delivered to department as sealed and signed and should not be seen by the student. Any Workplace Student Evaluation Form which delivered as opened to department secretarial will be regarded as invalid and internship will be counted as “fail”.

Workplace Evaluation Forms (İşyerini Değerlendirme Formu) will be filled by students related to their opinions about internship period.

These 2 forms should be delivered to the department secretarial until the announced date (with practical training report, a CD that contains photographed, signed and stamped copy of the practical training report).

İşyeri Stajyer Değerlendirme Formu

İşyerini Değerlendirme Formu

Practical Training Report

Practical training report template is given below. Students should write their internship works day by day. Practical training reports should be documented in English and written via computer. It should be written in Century Gothic font with 9 font size. After printing, practical training reports have be bound. Any practical training reports which are submitted late will not be accepted.

Örnek Staj Defteri

Evaluation criteria that is used at assessment process shared below. Students must pay attention to that criteria while preparing the practical training reports. Submission of internship evaluation form is not required.

Staj Değerlendirme Formu

Questions and Answers

How many days should I do my internship?

It is compulsory to complete 20 workdays of internship for students who started the electrical and electronics engineering study at 2005 and after that year. Long-term internship should be at least 30 workdays. National or religious holidays are not accounted as workdays, students should be aware of that before determining the internship period.

How can I find my internship location?

It is student's own responsibility to find internship location related to their area of interest. It is compulsory for internship location to have (as supervisor) at least one electrical and/or electronics engineer in order to do consultancy and coach the intern about the career.

At which semester should I do my internship?

It is mandatory to complete 106 course credits before starting any internship application. It is recommended to do internship after completing the 3rd grade courses (in the summer before starting the 4th grade). The reason behind this recommendation is to provide student a sophisticated and productive internship process and making the students familiar with the topics that can be faced at the internship period.

What are the internship documents that I should submit the department secretarial?

1. Photographed, signed and stamped version of the practical training report.
2. In a sealed envelope, Workplace Student Evaluation Form.
3. Workplace Evaluation Form.
4. A CD that contains photographed, signed and stamped copy of the practical training report.

When should I submit my internship documents to department secretarial?

It is written in the legislation that “Students should deliver their internship documents at the second day of the semester that they are registered to EE400 course until 17.00.”. Students will be informed at related term’s Coadsys EE400 course page in necessary changes about due dates. Therefore, students should also register EE400 course page on Coadsys and it is student’s responsibility to keeping up with the updates. Any late submission about documents will not be accepted.

How should I write my practical training report?

Practical training report must be written in English and obeyed the rules given in the legislation. It should be written in Century Gothic font with 9 font size. Practical training report should include weekly service tables as number as the weeks of internship and daily work pages as number as internship days. For example; 4 weekly service tables and 20 pages of daily work are required for 20 days of internship. Students should show all the information that they are learned at internship period. Technical information must be combined with daily tasks that are given by the internship location. Students can share photographs or screen capturing (should ask for permission before sharing special information about internship location) about their works. However, they must be careful about the photograph sizes, so that, it is not desired to have a practical training report that contains more photographs or screen capturing than written texts. Any daily work pages that contains only 1-2 sentences of text will be considered as inadequate and may be asked for second editing after the pre-assessment. Practical training reports which obeys the rules shared in legislation should be signed, stamped by the internship supervisor and be bound and submitted until due date by the student.

How pre-assessment-feedback process works?

Pre-assessments are done between the 2nd and the 4th weeks of the semester. Students will be informed about their internship documents after that date via related term’s Coadsys EE400 course page. Grading of the practical training report is done according the Internship Evaluation Form. Students should get minimum 50 points (maximum available 100 points) to pass the summer practice course. If practical training report gets over 50 points, letter grade for EE400 will be given as “P” (Pass) at the end of the semester from OBS. The internship committee can decide to give maximum 2 weeks of correction time for inadequate practical training reports. If practical training report still contains any mistakes after re-submission, the internship will be counted as “failure” and letter grade of the EE400 will be given “FF” at the end of the semester from OBS.