PROJ 302

Summer Project (Internship) Rules and Guidelines

Summer 2020

Introduction

This document explains the rules and guidelines in the course PROJ 302 for the students taking the course in the Summer Term 2020.

The main web resource for PROJ 302 internships is the PROJ 302 website at https://mysu.sabanciuniv.edu/apps/fens/proj302/. A list of all companies in which FENS students have completed their internships in the past can be found at http://career.sabanciuniv.edu/en/companies-which-have-offered-internships-fens on the Internship Office website.

For any legal issues (including social insurance, SGK) and procedures related to your internship company, you should contact the Internship Office at intern@sabanciuniv.edu, not your academic supervisor.

The important dates are listed below. They are taken from the webpage http://career.sabanciuniv.edu/en/internship/proj-302-undergraduate-summer-internship-fens-class. These dates will be strictly enforced.

Important Dates: (will be announced later once the next year’s academic calendar is determined)

PROJ 302 Online Management System opening date: xxxxxxx xx, 2020
The last date students can enter a new internship in the system: xxxxxxx xx, 2020
The last date students can upload their reports to the system: xxxxxxx xx, 2020
The last date students can upload their digest reports to the system: xxxxxxx xx, 2020
The last date students can upload their posters to the system: xxxxxxx xx, 2020
Poster presentation week (make appointment with your academic supervisor): xxxxxxx xx, 2020
CV Approval Step

As part of your requirements, you must prepare a CV and get it approved by the Center for Individual and Academic Development (CIAD) in our university. Within a couple of weeks following your registration to the course (in the Spring semester), you will receive an email from the Internship Office indicating that the Online Management System is open. Once the system is open, you can upload your CV there. There will be a video tutorial on the system about how to prepare a good CV. You must watch that video first. If needed, revise your CV accordingly, and upload it then.

If your CV is not approved, you must schedule a one-on-one meeting with one of the Peer Writing Fellows. How to proceed in this case will be explained in the notification email that you receive upon rejection. Be aware that you cannot enter a new internship form on the Online Management System before your CV is approved. Therefore, to avoid any delay, you need to complete this CV approval step as soon as possible after the Online Management System is opened.

Choosing Industry / Company / Department

The skills you acquire in your undergraduate program apply to the problems of a diverse set of companies in various industries. Keep an open mind. The public sector may also present good opportunities. Similarly, do not feel limited to the departments in which your classmates conduct internships; you may encounter interesting projects/problems in various other departments. There is no explicit rule against conducting your internship at your family business (if there is one); however, considering your professional development, we strongly recommend that you choose some other company.

Regardless of where you conduct your internship project, we expect that you tackle a practical problem by applying the analytical skills, techniques, and methods you have learned in your program.

Content and Conduct of the Internship Project

The internship project may be motivated by a problem the company is trying to solve. Alternatively, the project may be related to developing/designing a product/tool that the company is planning to employ in one of its processes. During your internship project:

- The company may present you with a well-defined project that you need to carry out individually.
• Your project may also be a part of an ongoing project at the company. In this case, you must be aware of the big picture and be able to describe this project briefly. Moreover, you must understand how and where your own project fits into the larger scope and be able to explain your goals clearly.

• The company may give you only a vague task or no specific task at all. In that case, we expect you to observe the processes at the company carefully and define a useful project for yourself with meaningful and clear objectives. Obviously, this is not an easy endeavor, and you may seek help and advice from your internship supervisor in your program. Scanning your notes in various courses may also be a good idea to create potential project topics.

• If the company asks you to work in multiple projects, you should choose one as your main project and prepare your internship report based on this one. The existence of additional projects does not reduce our expectations about your main project. Feel free to provide short information about your additional projects in your report.

• Your project may require you to work in multiple departments of the company.

• Your internship project cannot be conducted in collaboration with other students. Students who may be assigned to the same department of a particular company have to choose different projects. Note that reports from students who conduct their internship at the same company will be compared against each other.

In any case, your “project” must entail a set of related tasks assigned to you with a clear end goal in mind. Moreover, you must approach it with a perspective that you have gained in your program; that is, the tasks within the scope of your project must be tackled by drawing upon (analytical) tools and methodologies taught in the curriculum of your program in FENS.

**Getting Approval for Your Project**

You must enter your project description and get the approval of your academic internship supervisor latest **within two weeks** after the start of your internship. As soon as the details of your internship project are specified, be sure to fill out the approval form by logging in to the PROJ302 Online Management System at [https://mysu.sabanciuniv.edu/apps/fens/proj302/](https://mysu.sabanciuniv.edu/apps/fens/proj302/). Do not proceed with your project before getting approval from your academic supervisor. Do not attempt to ask for approval with a vague
description such as “IT department”, “improvement in production”, etc. Your academic supervisor needs the following information before s/he can give her/his consent:

- Project title.
- Project description (where the objectives are stated clearly and concisely in 150 to 200 words).
- Suggested method(s) of approach.
- Results and deliverables expected.

Keep in mind that your PROJ 302 academic supervisor may reject your description and ask you to re-enter multiple times. It is your responsibility to enter a suitable project description.

**Duration and Start/End Dates**

The starting date of your internship must be after the last day of the final period in the (preceding) Spring semester. The end date must be before the first school day of the (following) Fall semester.

You are expected to carry out your internship at a single company for a **minimum duration of 40 consecutive business days** (8 weeks). Holidays are not counted towards your internship.

If you cannot find a single internship of 40 business days long, you have the following alternative:

- If you are a non-IE student: Provided that you have the consent of your supervisor, you may conduct two internships each one of at least 20 consecutive business days (4 weeks) long. Once again, holidays are not counted. You must enter a separate new internship form for each. You must have a project in each internship. You must enter a project description and get an approval from your supervisor for each. You must prepare a report/poster/digest again for each internship.

- If you are an IE student: Provided that you have the consent of your supervisor, you may conduct two internships: a longer one with at least 30 consecutive business days (6 weeks) long, and a shorter one of at least 20 consecutive business days (4 weeks) long. Once again, holidays are not counted. You do NOT have to conduct a project in the internship with the shorter duration. Still, we expect you to be busy with IE related tasks. You must enter a new internship form for each internship. For each, you must enter a description and get the approval of your supervisor. For the shorter internship, in the description form, indicate that this is your shorter internship and concisely describe your tasks.
You do not need to prepare a separate report/digest/poster for the shorter internship. Your documents (report/digest/poster) will be based on your longer internship. However, in the report, you must include a brief section discussing your tasks and experience during the shorter internship. This section does not need to be too extensive.

**Internship and Summer School**

If your admittance year (to the university) is 2014-15 or later, you cannot conduct your internship while taking courses in the summer school. If your entrance year is earlier, you are strongly discouraged from conducting your internship while taking courses in the summer school.

**Evaluation Forms**

There will be two evaluation forms in the Online Management System, one for you and another for your company supervisor. At the end of your internship, fill out your evaluation form. Also ask your company supervisor to fill out his/hers. Keep in mind that you will not be able to upload any document (report/digest/poster) to the Online Management System before these evaluations are completed.

If you conducted two internships, you must follow these steps/rules for each internship.

**Internship Report**

Preparing a report is a detailed task. For instructions and detailed guidelines, you need to refer to the PROJ302_FENS_Report&Poster&Digest_Guidelines_2020.pdf document. When evaluating your PROJ 302 performance, your supervisors will evaluate the adherence of your report to the instructions in this guideline file. Failure to prepare a good report can be a cause of failure in the course.

Your internship report will be checked for plagiarism using the Turnitin software. Do not attempt to copy others’ work (including any other internship reports). Know how to cite sources (including web sources) appropriately. You can fail the course because of plagiarism or writing a poor report.

Recall that if you are a non-IE student conducting two internships, you will prepare and upload separate reports, one for each internship.
Poster Presentation

You must prepare a poster and make a presentation to your academic supervisor using this poster in his/her office. The poster presentation week is given on the first page of this document. Make an appointment with your PROJ 302 academic supervisor in advance for this presentation.

You do not need to print the poster; you may use your computer. Prepare well for the presentation and be ready for questions.

If you are a non-IE student conducting two internships, you will prepare and upload separate posters for each internship. During your presentation, present both internships with these separate posters.

If you are an IE student conducting two internships, you prepare one poster about the longer internship. Your presentation will be about that internship. Nevertheless, briefly explain what you did in the shorter internship as well.

Digest

You must also prepare a digest for your internship. Refer to the document "PROJ302_FENS_Report&Poster&Digest_Guidelines_2020.pdf" to see how to prepare a digest.

Once again, if you are a non-IE student conducting two internships, you will prepare and upload separate digests, one for each internship.

If you are an IE student conducting two internships, prepare one digest about the longer internship.

Your grade in the course

Your internship will be evaluated by your academic supervisor. PROJ 302 is a pass/fail course; you either receive an “S” standing for satisfactory or a “U” standing for unsatisfactory. Your grade will be determined based on:

- Suitability of the project description/problem definition
• Adherence of your documents to the standards and criteria outlined in the
• Conduct of the project and content of your report
• Evaluations from your company supervisor
• Quality of your poster presentation.

Keep in mind that you will not pass the course without positive feedback from your company supervisor. Also, if your internship project does not conform to the objectives set forth in the approved project description, or if the exposition of your report is poor, you will have to repeat PROJ 302.

If you have conducted two internships, these criteria must be satisfied in both.

Further Information and Advice

Before you begin your internship, establish communication with your supervisor at the company via e-mail/phone and collect as much information as possible on your potential internship topics. You should be somewhat informed about the company, the industry, and the problem at hand before your first day.

You should regard the internship as a risk-free opportunity to get to know a potential employer and the industry. Therefore, try to get an internship where you may actually consider working after graduation. However, there is no need to be disappointed if your internship does not live up to your expectations. This bit of information is just as useful for your future preferences.

Do not procrastinate until the last days before the deadline to start writing your internship report(s). The best way to complete a report successfully and on-time is to devote some time to it during the internship while your experience is still fresh.

The internship is an opportunity to demonstrate your skills and understand what you may like to do in the future. You should take it seriously because chances are high that you will be asked about your internship(s) during your job interviews.

Finally, we also would like to inform you that if you would like to conduct your internship abroad, you may also consider the Erasmus + Internship Mobility program of our university. Further information about the program is available at http://career.sabanciuniv.edu/en/internship/erasmus. You may contact the Internship Office if you have further questions about the program.