PROJ 302

Rules and Guidelines

Fall 2020-21

Introduction

This document explains the rules and guidelines in the course PROJ 302 for students taking the course in the Fall Term 2020-21.

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/deadlines will be listed on the webpage http://career.sabanciuniv.edu/en/internship/proj-302-undergraduate-summer-internship-fens-class. These dates will be strictly enforced.

CV Approval Step

If your CV is already approved by the Center for Individual & Academic Development (CIAD) in the summer term, you do not need to go through the same process again. You can skip this part. Otherwise, as part of your requirements, you must prepare a CV and get it approved by CIAD. You can upload your CV on the Online Management System. There is 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 rejected, 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.
Choosing Industry / Company / Department

The skills you acquire in your undergraduate program may apply to 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 certain departments (e.g., those in which your classmates complete their internships). You may encounter interesting projects/problems in various other departments. You can conduct your internship in any department as long as you work on a project related to your undergraduate program.

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 undergraduate 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 any other student (including non-SU students). Students who are assigned to the same department of a particular company have to choose different projects. 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/tool/techniques(s) of approach.
- Results and deliverables expected (from company’s perspective).

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

You can start your internship any time after (including) October 5th, 2020. Your internship must be completed by February 13th, 2021 the latest. Your internship can be online, on site, or hybrid.

You are expected to carry out your internship at a single company for a minimum duration of 40 days. How to make the day count is explained below.

Between October 5th, 2020 and January 21st, 2021, the number of days in a week you can count towards your internship is calculated as follows:

6 – (your ECTS credit in the semester / 6)

This number, rounded to the nearest integer (.5 or above rounded up, lower than .5 rounded down), will be the number of weekdays that you can count towards your internship.

Between January 22nd, 2021 and February 13th, 2021, all weekdays and Saturdays are counted.

Holidays are always excluded.

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

- If you are a non-IE student: You may conduct two internships each one of at least 20 days long. 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: You may conduct two internships: a longer one with at least 30 days long, and a shorter one of at least 20 days long. 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.
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_Fall_2020_21.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 Turnitin. 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 an online presentation to your academic supervisor using this poster. 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_Fall_2020_21.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:

- Conduct of the project and content of your report
- Evaluations from your company supervisor
- Adherence of your documents to the standards and criteria outlined in the PROJ302_FENS_Report&Poster&Digest_Guidelines_Fall_2020_21.pdf document
- Your Turnitin results (for your submitted report)
- 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 that you will be asked about your internship(s) during your job interviews.