Summer Internship Project Rules and Guidelines

Summer 2022

Introduction

This document explains the rules and guidelines in the summer internship course for the students taking the course in the Summer Term 2022.

The code of the summer internship course has been changed and it will no longer be offered as PROJ 302. The new course code depends on the diploma program each student is enrolled in. In the rest of this document, XX 395 will be used as the course code, where XX stands for the abbreviated name of the student's diploma program (Example: for an IE student, XX stands for IE, so the summer internship course code for an IE student is IE 395).

The main web resource for the summer internship course is the FENS Internship Online Management System 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.
once the academic calendar is finalized. These dates will be strictly enforced.

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. 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 not approved, 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 <u>multiple projects</u>, 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 <u>cannot</u> 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 FENS Internship Online Management System at 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 XX 395 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 after the Final Period in the (preceding) Spring semester, and the internship must be completed before the (following) Fall semester begins. For your particular case, the earliest date on which you can start your internship is June 24th, 2022.

You are expected to carry out your internship at a single company for a minimum duration of 40 business days.

On-site internships are highly recommended to during the summer period, but in the cases where this is not possible or you provide a valid reason, remote (online or hybrid) internships are allowed. The request for a remote internship (online or hybrid) must be approved by the company advisor and the internship advisor Faculty Member.

Note also that you can conduct your internship while taking at most one course from the Summer School, in which case the maximum number of days in a week that you can count towards the internship is calculated as: 6 – (the number of days spanned by your classes). If you have classes 2 days per week, then including Saturdays, you can intern for up to 4 days per week. The final exam period of the Summer School (which is between 3-6 September) will not be counted towards your internship days. The number of weekly internship days cannot be less then 3 days. If the days of yor internship and the days of your registered course overlap, your registration in the Summer School Course will be cancelled.

If you cannot find a single internship of 40 business days / 320 work hours long, you have the following alternative:

o   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 business 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.

o   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 business days long, and a shorter one of at least 20 business 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 **XX395_FENS_Report&Poster&Digest_Guidelines_2022_updated.pdf** document. When evaluating your 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. 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 **XX395_FENS_Report&Poster&Digest_Guidelines_2022_updated.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. XX 395 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 **XX395_FENS_Report&Poster&Digest_Guidelines_2022_updated.pdf** document
- 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 XX 395.

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.