

T.C.
İSTANBUL TİCARET ÜNİVERSİTESİ

Software Engineering Department
Internship Guide

SOFTWARE ENGINEERING DEPARTMENT INTERNSHIP GUIDE

I. GENERAL PRINCIPLES

- 1 – The purpose of the internships of the Software Engineering Department students affiliated to the Faculty of Engineering is to reinforce the theoretical knowledge of the students with practice, in accordance with the principles of Istanbul Commerce University Undergraduate and Associate Degree Education-Training, and to provide students with experience in their fields by preparing a practical infrastructure for this theoretical knowledge.
- 2 – Internships intended to be done within the academic year for special reasons and more than one internship in the same business are subject to the permission of the relevant Internship Commission.
- 3 – Two different internships cannot be done at the end of the same academic year. For special cases, the permission of the Faculty Internship Commission is required.
- 4 – The working periods for both internships are specified in the relevant sections of this guideline. Work done on official holidays is not counted during the internship period.
- 5 – Internship work is done on the subjects determined in the internship principles of the departments.
- 6 – Students must comply with the working order, rules, instructions and orders of the company where they do their internship. Otherwise, their internships will not be considered successful.
- 7 – The internships of students who come to the faculties through horizontal or vertical transfers in the institutions they come from will be evaluated by the Internship Committee if they apply in writing during the adaptation period.

SPECIAL PRINCIPLES REGARDING SECTION II

- 8 – An internship committee decision is required for internships to be done in Turkey and abroad.
- 9 – SOFTWARE I internships can only be done at the end of the 4th semester (summer semester), and SOFTWARE II internships can only be done at the end of the 6th semester (summer semester) and on dates when there are no education and training activities.
- 10 – For hardware internships, there must be at least one Computer Engineer, Electronics Engineer, Electrical-Electronics Engineer, Electrical Engineer, Control Engineer, Electronics-Communication Engineer, Mechatronics Engineer, Information Systems Engineer or Telecommunication Engineer in the unit where the internship is done.
- 11 – For software internships, there must be at least one Software Engineer, Computer Engineer, Mathematics Engineer, Electronics Engineer, Electrical-Electronics Engineer, Electrical Engineer, Control Engineer, Electronics-Communication Engineer, Mechatronics Engineer, Information Systems Engineer or Telecommunication Engineer in the unit where the internship is done.
- 12 – The internship notebook must be approved by an authorized person with the title of engineer.

13 – If plagiarism is detected during the inspection of the internship notebooks, the necessary procedures are carried out and the internship is deemed invalid.

14 – If students are not present at the company without an excuse during the phone checks made to the places where the internship will be done or suspicious situations are detected during the interview with the company officials, the internships will be canceled or the number of days accepted for the internship will be cut even if the internship notebook is delivered.

III. INTERNSHIP TOPICS

15 – In the SOFTWARE Engineering Department;

A total of 40 working days during the Academic Education and Training year; “1. Internship – Software I Internship 20 working days” – “2. Internship - Software II Internship 20 working days” are done.

1. SOFTWARE-I INTERNSHIP:

It is a 20-working day internship at the end of the 4th semester (summer term). It covers the applications of basic concepts related to the department in business life.

Purpose of Software-I Internship: To ensure that students closely familiarize themselves with computer technology widely used in businesses in the market.

Content of Software-I Internship: Students are expected to work on the following topics in this internship and report on these studies.

- The business will be introduced. (Company name, address, establishment date, capital structure, main field of activity, capacity, number and qualifications of the employee, the sector the company is in and its place in the sector, etc.)
- The business, structural organization, the role and effectiveness of the Computer Center or computer-related unit within this organization,
- The business's Information System will be introduced. For this:
 - a. The structure of the computer network, the qualifications of the hardware used and the purposes of use,
 - b. Information and decision flow, control mechanism,
- In addition, if there are any faults in the information system, suggestions will be developed on how these faults can be corrected.
- Other observations made in addition to the subjects mentioned above can also be added to the internship report.
- c. Become familiarize of the all software application in the company use, if development environment also available, become familiar with tools used to develop applications, and environment of software project management, All the processes

Working Areas Where Hardware Internship Can Be Done:

- Design-Production Units Embedded Systems (SOFTWARE I)
- Design and Production Units of Application for Web (SOFTWARE I)
- Units Working in Computer-Controlled Systems (SOFTWARE I)

- Computer-Aided Production Units (SOFTWARE I)
- Units Developing Mobile Applications (SOFTWARE I)
- Units Working on Enterprise Level Application (SOFTWARE I-II)
- Units Performing Maintenance-Repair Operations of Computer Hardware (HARDWARE)
- Units Related to Computer Networks (HARDWARE-SOFTWARE)

2. SOFTWARE-II INTERNSHIP: It is a 20-day internship at the end of the 6th semester (summer term). It covers the applications of basic concepts related to the department in business life. Purpose of Software Internship: To provide the

****Purpose of the Software Internship:****

The purpose of the software internship is to apply computer technology to engineering practices. Therefore, students are required to complete this internship in engineering companies where computer technology is intensively used.

****Content of the Software Internship:****

Students are expected to work on the following topics during this internship and report on their work:

- ****Introduction to the company:**** (Company name, address, establishment date, capital structure, main field of activity, capacity, number and qualifications of employees, the sector the company operates in, and its position within the sector, etc.)
- ****The company's operations, organizational structure, and the role and effectiveness of the Computer Center or relevant IT unit within this organization.****
- ****Introduction to the company's Information System:****
 - a. Structure of the computer network, specifications of the hardware used, and their purposes.
 - b. Information and decision flow, control mechanisms.
 - c. Specifications of the software used.
 - d. Explanation of the nature of the tasks performed.
- ****Identification of any shortcomings in the information system and development of recommendations to address them.****
- ****Participation in pre-software analysis and design processes, observing how these tasks are conducted, and involvement in analysis activities.****
- ****Familiarization with and utilization of the software used.****
- ****Completion of a sample software project within the allocated time in the company's projects.****
- ****Detailed explanation of the computer networks, hardware, and software used in the solution.****

(If applicable, information about the database and knowledge base used by the company for the aforementioned purposes will be provided, along with recommendations for improvement. If such systems are not at the desired level, recommendations on how to implement them will be developed.)

****Fields Suitable for Software Internship:****

One of the factors to consider when selecting companies is their areas of expertise. Priority should be given to companies focused on the following areas:

- Application Program Design Units (SOFTWARE)

- Database Applications (SOFTWARE)
- Computer-Aided Design Units (SOFTWARE)
- Communication Applications (SOFTWARE)
- Data Processing Centers (SOFTWARE)
- Companies Developing Computer Software (SOFTWARE)
- Companies Related to Web Technologies (SOFTWARE)
- Companies Related to Computer Networks (HARDWARE / SOFTWARE)

****III. PRE-INTERNSHIP PROCESS****

1.

- Students personally apply to internship positions announced by the Career Planning Center via their website or faculty notice boards.
- Students may find their own internship placements. To determine the suitability of the placement, the acceptance letter from the company and other relevant information must be submitted to the Internship Committee.
- The Internship Placement Notification and Acceptance Form (Annex-1) must be approved by the company and submitted to the Internship Committee. The form must also be submitted to the Career Planning Center for final approval. Students who fail to submit the form before the internship start date will have their internship rejected.
- Students must submit the necessary documents for insurance to the Career Planning Center offices on campus at least 15 days before the internship start date.

2.

- After submitting the Internship Placement Notification and Acceptance Form to the Internship Committee, students can access the online internship documents from www.ticaret.edu.tr and begin their internship work.

****IV. INSURANCE PROCESS****

3.

- To ensure timely insurance processing, the following documents must be submitted to the Career Planning Center offices on campus at least 15 days before the internship start date:
 - One passport-sized photo
 - Photocopy of ID card (with address and phone number written on the back)
 - Social Security Institution (SGK) Notification Form (Annex-3)
 - Internship Placement Notification and Acceptance Form (Annex-1)

4.

- Students interning at two different workplaces must complete separate insurance procedures for each internship.

5.

- Students must submit the original SGK Employment Entry Notification (insurance record) obtained from the Career Planning Center to the internship company.

- The Insurance Entry Document can be collected in person from the Career Planning Center offices one business day before the internship start date.

6.

- No changes can be made to internship dates after insurance procedures are completed.

****V. INTERNSHIP PROCESS****

7.

- Students must comply with the working order, rules, instructions, and commands of the company where they are interning. Otherwise, their internship will not be considered successful.

8.

- Internship forms must be filled out according to the faculty and department internship guidelines. The internship logbook must be prepared as specified under the "VIII. Points to Consider When Writing the Internship Logbook" section. Otherwise, the internship may be rejected or the accepted days may be reduced.

9.

- Before writing the internship logbook, students are advised to review the sample logbook available on the Software Engineering Department's website (<https://ticaret.edu.tr/yazilim-muhendisligi-ingilizce/staj/>).

10.

- The internship logbook and forms must belong to the Software Engineering Department and be up-to-date. Using forms from other faculties/departments or outdated logbooks may result in the internship being rejected by the Internship Committee.

****VI. POST-INTERNSHIP PROCESS****

11.

- Upon completing the internship, students must fill out the "Student Evaluation of the Institution Form (Annex-6)" and "General Report on the Institution (Annex-8)" available in the online internship forms. They must also submit the SGK Employment Entry and Exit Notifications to the Internship Committee. If a question cannot be answered by the company, the student may choose not to answer it by providing a reason or answer based on their own knowledge, experience, and observations. Additionally, the student must include a report on the company's history, management style, organizational structure, field of activity, and affiliated businesses in the "General Report on the Institution" section of the logbook.

12.

- Upon completing the internship, students must obtain the "Institution's Evaluation of the Student Form (Annex-7)" and submit it to the relevant unit manager at the company. This form, filled out and signed by the manager, must be submitted to the Internship Committee in a sealed envelope.

****VII. POINTS TO CONSIDER WHEN WRITING THE INTERNSHIP LOGBOOK****

13.

- The passive voice should be used when writing the internship logbook.

14.

- Names of individuals at the internship site and titles such as "Mr." or "Ms." should not be included in the logbook.

15.

- In daily reports, the title of the task should be written first, followed by theoretical and detailed technical information. Explanations should be supported with diagrams and visuals.

16.

- Daily reports should only include tasks and applications related to the internship. Non-technical activities, such as arrival and departure times, personal interactions, or unrelated tasks, should not be included.

17. - The internship logbook should be printed from www.ticaret.edu.tr. Logbooks with dark lines or poor readability due to duplication should not be used.

18.

- The logbook should be handwritten legibly, with no excessive spacing between lines.

19.

- The student is fully responsible for any consequences arising from the logbook being unreadable.

20.

- By submitting the logbook to the Internship Committee, the student is deemed to have accepted the above points.