

**KOÇ UNIVERSITY**

**COLLEGE of ENGINEERING**

**SUMMER PRACTICE PROCEDURE ANNEX I/A**

**ELECTRICAL AND ELECTRONICS ENGINEERING**

**ADDITIONAL RULES**

**ELEC 291/391 SUMMER PRACTICE I/II**

1. ELEC student who is accepted for internship **must** obtain the “Summer Practice Information Form” completed by the engineer responsible for evaluating the student’s performance during the term of the internship and send the form engpractice@ku.edu.tr. To ensure that the company and the department are eligible, it is suggested to get an **approval from her/his academic advisor** before beginning each Summer Practice. But it's not compulsory to get the approval. A list of companies where former engineering students fulfilled their Summer Practice requirements is available at Department’s web page.
2. The supervisor of the student in the company must be an electrical and electronics engineer (or a person holding a similar degree, subject to the approval of the advisor of the student).
3. ELEC students should perform **2** summer practices: **technical** and **general**. **Double major** ELEC students should perform at least one **technical** summer practice.
  - a. **Technical** summer training: an electrical and electronics subjects such as electronic circuit design, programming, signal processing, telecommunications, photonics.
  - b. The **general** summer practice: a general subject in an electrical and electronics sector under the supervision of an an electrical and electronics engineer.
4. **Research performed at a laboratory is not accepted as summer training.**
5. Summer Practice reports are evaluated by academic community.
6. The report should be 20 to 30 pages long, including the table of contents, main text, figures, and references. Appendixes are additional and there is no page limit for them. All figures, tables etc. must be numbered appropriately and should have captions. Use 1.5 line spacing with a 12pt serif font (do not use sans-serif fonts such as Arial or Calibri) and have 1” (2.54cm) margins all around. Use the IEEE style in your references (<http://www.ieee.org/documents/ieeecitationref.pdf>). Make sure you have page numbers.

7. **Students must adhere to the CE Summer Practice Procedure about the deadlines and other requirements.**