**AGU COMP Internship Program Handbook Outline**

**1. Department name:** ComputerEngineering

**2. General information:** The internship program of the Computer Engineering Department aims to provide its students the opportunity to gain work-life experience in established companies and organizations. A successful internship program should consider the following facts:

* Today’s students are looking for links between their classes and practical work experiences in their field. In addition, employers are seeing the benefit of training and selecting the next-generation of professionals in their field during internships
* A balance between the intern's learning goals and the organization’s needs should be considered
* Internship helps discovering the points of interest of students and start preparing for their careers
* Internships promote academic, career, and personal development
* Improve students’ skills and knowledge of the profession through long-term training
* The internship program is developed as to reflect all parties’ goals
* Combine insights from academia and business world
* Apply engineering principles to real world problems

**3. Timing and duration (class level, semester, duration):**

There are two internship programs one for the summer of 2nd year, one for the summer of 3rd year

* 2nd year, at least 30 business days, course code is COMP 351
* 3rd year, at least 30 business days, course code is COMP 451

**4. Prerequisites or internship course requirements:** Completing minimum 3 semesters at AGU.

**5. Number of courses and their descriptions:** Internship courses will be named as COMP 351 and COMP 451.

**6. Evaluation:** The internship program evaluation will be assessed as follows:

* Daily activity reports (COMP-IF-03) 20%
* Final report (COMP-IR-01)20%
* Final presentation 40%
* Site Supervisor evaluation form (COMP-IF-04) 20%

Daily activity reports, Final Report and Site Supervisor Evaluation form should be submitted to the department secretary within a month after the following semester starts.

**7. Roles and responsibilities of:**

***7.1.*** ***University internship office :***

* Coordination between the university and company
* Helping students in preparing their application package
* Sharing the records of previous years
* Organizing career fairs
* Announcments internship opportunities in various companies, universities or institutions both in Turkey and abroad
* Giving informative presentations to students about finding internships and the application process

***7.2. Department internship coordinator and department internship committee:***

* Advancing the internship program
* Coordinate all aspects of the internship program
* Providing information to students about the department’s internship program and requirements
* Proctoring the duties of all parties of the program
* Evaluating the success of the program on a yearly basis
* Reporting outcomes of the program to the department head on a yearly basis

***7.3. Academic advisor of the intern:***

* Reviewing the intern's goals and objectives
* Guiding the intern for the suitable internship places based on goals and objectives of the intern
* Following the status of students during their internship training.
* Collecting and evaluating internship reports, giving feedback to students

***8. Internship site supervisor:***

* Assigning duties and tasks to the internee related to the training
* Informing academic advisor of the intern about who will have the primary responsibility for the intern and what will the intern be doing
* As a mentor, helping the interns to bridge their classes and practical work experiences in their field
* Monitoring the progress of the internee, his/her work ethics, attendance
* Evaluating the internee during and at the end of the training
* If a problem arises with the intern, the supervisor should contact AGU department chair (cagri.gungor@agu.edu.tr)

***8.1. Students:***

* Preparing a statement about his/her intents to learn and accomplish during the internship.
* Asking approval of the academic advisor for the internship place
* Staying in touch with academic advisor throughout the internship
* Fulfilling the responsibilities and making regular progress related to the tasks assigned by the supervisor
* Writing weekly progress reports, which will be signed by the supervisor
* Preparing a final report (COMP-IR-01)
* After the internship program, the intern should include the current challenges existing in one of the activity areas of company and possible solution proposals in the final report
* Interns should prepare a presentation based on the final report and present in a session at which all faculty members and students are present

**9. Internship process and procedures:**

* **Application and allocation of the student:**
	+ Students are encouraged to find and apply internship positions as this process will help them in preparing for after graduation life as well.
	+ Students should apply ahead of time (e.g. a couple of months before) and secure an internship offer.
	+ Student should prepare the proposal and asks for his Academic Advisor’s approval.
	+ The company that accepts the student should fill out the internship application form, which is going to be submitted to the department’s internship committee by the student
	+ If the company requires a mandatory internship form, it will be provided by the department’s internship committee upon request
* **Pre-Internship student briefing (content, duration):**
	+ Students will be informed by the internship office about the rules and regulations during the year as many as needed.
* **Monitoring or supervising the intern:**
	+ The supervisor will evaluate the performance and work ethics of the internee in the middle and at the end of the internship by filling the evaluation and performance assessment forms
	+ The supervisor will assign tasks and monitor the progress of the internee by doing regular weekly meetings. The supervisor will evaluate and sign the weekly progress report of the student. If the student does not show satisfactory progress, the supervisor may assign a different task or may assign the internee to a different department
* **Evaluation of the internship experience:**
	+ The internship will be evaluated based on the followings;
		- Site Supervisor Evaluation Form
		- Final Report
		- Daily Activity Report
		- Presentation