

Summer Practice ByLaws

For 299, the students are still needed to conduct their internships at a company (not necessarily a production one for this year) Thus, the way of conducting 299 is almost the same. The students need to start the process by getting an acceptance letter by the company. Then

- Check whether the company is listed in <http://mfstaj.bilkent.edu.tr> or not.
- If it is not listed , the student must add the company manually to the system and send an email to the coordinator with the subject: IE299-add company. The content of your mail should specify the company that is added with its webpage. If the coordinator approves it, then pass to the last step.
- If it is listed but not available to IE students, send an email to coordinator with the subject: IE299-not available to IE, explain the situation in the content of your mail. If the coordinator approves it pass to the last step.
- If the company is listed in <http://mfstaj.bilkent.edu.tr> , the rest of the procedures will be conducted by the Dean's office. As a short summary: click on the company from mfstaj and make your application by creating a form from the system, declaring your starting and ending dates and sign it. This document together with the acceptance letter signed by the company will be sent to Dean's Office(details of this like when and how is already declared by the Dean's Office, check your mails)

getting the company evaluation form from the Dean's office, giving/sending it to the company, and being sure that it is received by the Dean's office when the internship is over, you will upload the report to Moodle once you are registered for the course. There is some flexibility in timing and the internship can be conducted either conventionally or online.

For 399 , the department strongly suggest the conventional way, if possible. Nevertheless due to the challenging environment, we offer 3 additional options The following summarise the 4 different options:

1. At a company, either in-person or online
2. Conducting a project with the mentorship of an alumni, possibly in conjunction with the company the alumni is affiliated with
3. Conducting a project with the mentorship of a faculty member
4. Conducting a project proposed by the student, if approved by the department.

For all these options timing is flexible. The student would declare the starting and ending dates and register for the IE399 that s/he is ready to write the report. The report will again be uploaded to the Moodle.

The procedure for option 1 is the same with the current one, after getting an acceptance from the company,

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- If it is listed but not available to IE students, send an email to coordinator with the subject: IE399-not available to IE, explain the situation in the content of your mail. If the coordinator approves it pass to the last step.
- If the company is listed in <http://mfstaj.bilkent.edu.tr> , the rest of the procedures will be conducted by the Dean's office. As a short summary: click on the company and make your application by creating a form from the system, declaring your starting and ending dates and sign it. This document together with the acceptance letter signed by the company will be sent to Dean's Office(details of this about when and how is already declared by the Dean's Office, check your mails)

For option 2, there will be a dynamic list of available alternatives at <https://courses.ie.bilkent.edu.tr/ie399/> . The students can reach out and communicate with the course coordinators for eligibility.

For option 3, there will be a different dynamic list of available alternatives mentioning the related faculty member. The students should reach out to the appropriate faculty member to bid/get the project. The student and the mentoring faculty will determine the timeline of the project.

For the last option, the student may offer a project by himself. If the topic/content has been approved by the department the student will be assigned a mentor that will guide him/her throughout the project. The timeline of the project will be determined by the mentor.

For all the additional options, the student is required to send his/her report to the mentor by the deadline that is determined at the start date. The grading will be conducted together with the mentor.