IE 477 – IE 478 Systems Design

Disclosure of Internship and Part-Time Work Form

Last Revised on August 14, 2023

Most of you will complete your undergraduate degree requirements at Bilkent University at the end of this academic year. This year is a chance to study the topics you want to excel in and get an essential taste of a real-world project conducted with a project group.

The COVID-19 period brought the possibility of doing online work for companies, and some of you are using that opportunity to work while studying. It looks reasonable at first glance; however, it might have severe disadvantages for completing your learning process at the university. Note that you will have a working life of about 50 years compared to your only year left at the university. Please re-think what you might have missed by spending time for a company while still being a student.

Post COVID-19 era made the consequences much clear when there are some or even all students in a group who also work part-time for a company while taking the Systems Design course. Students are normally expected to devote their full-time to their studies and hence to this course. Any time devoted to a part-time work or an internship at a company while taking the Systems Design course will subsequently reduce the amount of time devoted to the project and this imbalance among the group members may not only affect the quality of the work performed, but also may escalate to a potential conflict among the members. A project with a sloppy output will have significant impacts on the reputation of the department that you will be a part of as alums when you graduate. To keep the reputation at the current high level, we want to have the projects conducted as professionals, together with your efforts and significant work, and to have valuable results to respond to the needs of companies in the best possible way.

Additionally, as the basis of the Systems Design course is to pursue a project with a company, there is also a possibility of potential conflicts of interest. These potential conflicts of interests are:

- At least one group member works or worked or will work part-time (or do an internship) at the same company as the project (will be referred to as "Project Company"). In cases like this, these group members will implicitly get two roles: An employee, who earns money from the project company and a student, who does not earn money from the project company. The project requires group work, raising an ethical issue among other group members.
- At least one group member works or worked or will work part-time (or do an internship) at a competitor of the project company (will be referred to as "Competitor Company").
    - These group members may have liabilities to the competitor company as per the contracts they signed before working there. The competitor company may sue these group members, the whole project group and the university.
    - The project company may not share data needed to pursue the project as some members also work for a competitor. The unavailability of information and data will slow down, and if not stop, the progress of the project and all group members will be affected.

Any one of these potential conflicts of interest may result for a group not to be assigned to the project received from the project company.

Therefore, to prevent a potential conflict of interest, we will ask each group member to disclose to all other group members and project coordinators if the group member:

1. Worked at a company or did an internship in the past that restricts working at a competitor after the termination of employment (Referred to as "past" in the table on page 2)
2. Currently working at a company or doing internship. This could be any company. (Referred to as "current" in the table on page 2)
3. Planning to work at a company or do internship later in the fall and/or spring semesters of this academic year. This could be any company. (Referred to as "future" in the table on page 2)

GROUP NO:		COMPANY NAME[1]	WORK STATUS		
PROJECT CODE:		*(Do not include the companies that you did a 20-day <u>summer internship</u> towards fulfilling the requirements for the IE 299 and IE 399 courses.)*	*(Check all that applies)*		
	STUDENT NAME		**Past**	**Current**	**Future**
1					
2					
3					
4					
5					
6					
7					

[1] Use the bottom two empty rows for any student with more than three companies to disclose.

Signing this below means that:

1. I understand the possible consequences that my group members and I might face if I work or do an internship at a company during the Systems Design course stated on page 1.
2. I am aware of the group members' part-time work or internship statuses on page 2.
3. I will let the course coordinators know immediately if any information on page 2 changes during the academic year[2].
4. I understand that failing to disclose the needed information will result in an FZ grade for the Systems Design course.

Student 1   **Student 2**   **Student 3**   **Student 4**

Date:_____   Date:_____   Date:_____   Date:_____

Signature:_____   Signature:_____   Signature:_____   Signature:_____

Student 5   **Student 6**   **Student 7**

Date:_____   Date:_____   Date:_____

Signature:_____   Signature:_____   Signature:_____

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[2] Any change in this document requires this form to be filled and signed again during the academic year by all group members.