

**SE 399 - SE 499**

**Summer Practice Courses**

**Some Suggestions for Software Engineering Students for Summer Internships**

**General Recommendations**

1. Be sociable.
2. Observe the work environment. Don’t be late for work!
3. Develop good relationships with employees.
4. Take care of your attire and appearance.
5. Understand the employer's expectations from you and try to perform above expectations.
6. Make it easier for you to write the INTERNSHIP REPORT, which you will have to prepare later, by collecting your daily activities and observations in a “diary”.
7. Use the diary of your experiences and work activities into a meaningful internship report as requested by our department (this report will be submitted to the department later).
8. Determine whether there is a "code of ethics" used in the workplace regarding Professional Ethics.
9. Maintain your relationship with your Department during the Summer Internship study.
10. If you have an original idea about the activities, production, operation, production performance of the workplace, share it with the employer representative.
11. Do not forget that your internship program is constantly monitored by the workplace representative and summer practice coordinator in your department.
12. Do not be absent except in compulsory situations. Your absences will be recorded by the employer and forwarded to our department. Do not forget that absenteeism will cause you to fail the Internship courses and delay your graduation for at least 1 year.
13. When you encounter any problems during the internship process, call the Department Secretary (Yasemin Kurt, yasemin.kurt@atilim.edu.tr) on 0312 5868389 and provide information about the problem.

**Professional Advice**

1. Where you work
	1. Obtain the "Organization Chart" and transfer it to electronic media.
	2. Learn about import / export activities (if any) especially in the field of Software / Informatics.
	3. Learn the steps in the tenders they participated (if any).
	4. Learn about R&D activities and investments. Find out about TUBITAK and European Union supported R&D projects, if any.
	5. Collect information especially for IT tenders (if any)
		1. Technical specification preparation
		2. Preparing administrative specifications
	6. If the workplace is an offically recognized R&D Center (supported by T.C. Ministry of Industry and Technology), examine the projects of the center, and search for patent and utility model studies, if any.
2. Meet with Software / Computer Engineers and IT Staff.
3. Learn about the structure and activities of the Information Technologies Unit.
4. Learn how software licensing is done.
5. Learn about the workplace's work on international standards (ISO 9xxx, ISO / IEC 20000, ISO / IEC 27000, CMMI) and international frameworks (such as ITIL, COBIT and Spice).
6. Find out about career opportunities and opportunities for Software Engineers in the workplace.
7. Try to get suggestions about your education from the Software Engineers in your workplace (such as the programming languages, tools, systems, operating systems used).
8. Gather information about Management of Software Projects in progress. Find out if any Software Tools (such as JIRA, MS Project) are used for this purpose.
9. Investigate to what extent standards are complied with in software development processes.
10. Learn the computer and network (Internet and Intranet) infrastructures (numbers, speeds, diagrams) of the workplace.
11. Gather information about ready-made software (application, development environments, library, database) used in the workplace and their intended use.
12. If you think that you cannot do satisfactory work during your internship, aim to learn the application, development environments, library or database systems in the workplace and improve yourself or learn a new software product / tool.

*As a department, we wish you an "Efficient and Successful" summer internship experience ...*

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