# Summer Internship Recommendations for Software Engineering Students

**SE 399 – SE 499
Summer Practice Courses**

**General Recommendations**

1. Be proactive.
2. Observe the work environment. Never be late.
3. Build good relationships with colleagues.
4. Pay attention to your attire and appearance.
5. Understand the employer’s expectations and strive to exceed them.
6. Don’t be picky about the tasks you’re given.
7. Keep a “daily log” of your activities and observations to help you later write your INTERNSHIP REPORT.
8. Turn your experiences and activities into a meaningful internship report in the format requested by our Department (to be submitted later).
9. Find out whether the workplace has a “code of ethics” related to professional conduct.
10. Stay in touch with your Department during your internship.
11. Share any original ideas you may have about the activities, production, or performance of the company with your supervisor.
12. Remember that your internship program is monitored by both your workplace supervisor and your academic advisor.
13. Avoid absenteeism unless absolutely necessary. Absences will be recorded and reported to the Department. Excessive absenteeism may lead to failure in your internship course and delay your graduation by at least a year.
14. If you encounter any issues, contact the Department Secretariat at +90 312 5868398 (Yasemin Kurt, yasemin.kurt@atilim.edu.tr).

**Professional Recommendations**

1. At your workplace, try to:
	1. Obtain and digitize the “Organization Chart”.
	2. Learn about import/export activities in the software/IT domain (if any).
	3. Understand the stages involved in tender processes (if applicable).
	4. Learn about R&D activities and investments. Get information about R&D projects supported by TÜBİTAK and the EU, if any.
2. Especially focus on collecting information about IT-related tenders (if applicable):
	* + - Technical specification preparation
			- Administrative specification preparation
3. If the company is supported by the Ministry of Science, Industry and Technology as an R&D Center, examine the center’s projects and look into patents or utility model activities if available.
4. Get to know the Software/Computer Engineers and IT staff.
5. Learn about the structure and activities of the IT department.
6. Understand how software licensing is done.
7. Learn about the company's compliance with international standards (ISO 9xxx, ISO/IEC 20000, ISO/IEC 27000, CMMI) and frameworks (ITIL, COBIT, Spice).
8. Investigate career opportunities for Software Engineers in the workplace.
9. Ask Software Engineers at your workplace for recommendations related to your education (e.g., programming languages, tools, systems, operating systems used).
10. Collect information about Software Project Management practices. Check whether tools like JIRA or MS Project are used.
11. Investigate the degree of adherence to standards in software development processes.
12. Learn about the company's computer and network (Internet and Intranet) infrastructure (e.g., quantities, speeds, diagrams).
13. Gather information about the software used in the workplace (applications, development environments, libraries, databases) and their purposes.
14. If you feel you are not doing satisfactory work during your internship, aim to improve yourself in areas such as applications, development environments, libraries, or database systems used at the workplace, or learn a new software product/tool.

We wish you a productive and successful summer internship experience…

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