

**SUMMER PRACTICE GUIDELINE
FOR
COMPUTER PROGRAMMING PROGRAM**

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I. OBJECTIVE and EXPECTATIONS

CIS 206 courses are required to be completed for a degree in Computer Programming in order to help students observe the application of their theoretical knowledge, enhance their occupational experience, get familiar with the industry and work conditions, and do a conscious career decision after graduation.

Summer Practice Goals and Expectations

Even though the summer practice heavily involves observing Computer Programming, in practice, the student is expected to get hands-on with different IT activities (programming, testing, documentation, etc.), and exercise technical writing skills in reporting these activities clearly. Any active work involving design, programming and testing should also be explained in the report. The expected outcome of this internship consists of the skills and observations gained by the student during the summer practice period. In order for your internship to be accepted, it has to involve one of the following primary activities:

- System analysis
- System design
- Software design
- Software development
- Software testing
- Software maintenance

You could be involved in secondary activities such as:

- Sales/Customer Support
- Hardware instalment and setup
- Software setup
- Software/Hardware documentation (without software development)
- Web page design

However, doing only secondary activities during your summer internship will not be accepted. Students should mainly be involved in primary activities. Student should be active during the internship, not passive, during the summer practice. It is therefore critical for the intern to work one-on-one with a computer information specialist (mentor), who can answer the technical questions. While performing different types of IT tasks, the context of how these contribute to the information technology project, and the goals of this computer based project should be understood. The appreciation of details should be reflected to the summer practice report.

CIS 206 Summer Practice Expectations

This summer practice is for students who have successfully completed 6 semesters (third year students). We encourage third year students to take on design and development tasks, and try to provide end-to-end solutions for real-life problems.

It is mandatory that the Summer Practice report is written according to the following writing guidelines. In the report, the main goal is to describe/report the professional dimensions of the company and what you professionally did there as a student. The summer practice report is NOT a personal diary. The emphasis is on the technical/professional aspects and other matters should

not be included unless there is a relation to the technical part. Keep in mind that the reports are not evaluated according to the number of pages, so don't include any irrelevant information to make it longer. You should keep the guidelines taught in ENG 102 in mind while writing the report.

In this guideline, the following terms will be used hereafter:

- University: Near East University Northern Cyprus Campus.
- Program: Computer Programming Program.
- Coordinator: Academic staff administering the summer practice affairs of the program.
- Company: The establishment where the summer practice will be carried out.
- Supervisor/Mentor: The engineer of the company who is responsible from the student.

II. GENERAL GUIDELINES

- Each summer training shall be at least 45 working days. Students are not allowed to have time gaps during the summer training.
- Summer training cannot be done while attending the summer school. Summer training is supposed to be a full-time occupation.
- Students have to register to CIS 206 in the FALL semester following their internship.
- It is the student's responsibility to find an appropriate company for the summer training. The student must take a letter of acceptance from the company and provide it to the Coordinator within the specified deadline. Students shall commence the training after the approval of the Coordinator. Summer trainings in research centres like TUBITAK is also accepted.
- Summer training shall be done at an institution employing at least two full-time professional IT consultants of the field of training.
- During the entire period of training, the student shall obey the rules and regulations of the company and also those of the University.
- Due to inevitable reasons, if the student will not be able to attend the training for few days with the permission of the supervisor, the Coordinator should be informed via e-mail and these days should be compensated later.
- The student shall submit two documents to the Coordinator for the evaluation of the summer training: (i) Summer Training Report, (ii) Summer Training Assessment Form.
- The assessment form shall be given to the company by the student.

It is expected to be filled by a full time professional IT consultant, considering the performance, attendance, enthusiasm, interest and general involvement of the student. This form is expected to be mailed to the Program directly or hand-delivered by the student in a signed and sealed envelope. It is the student's responsibility to make sure that the Coordinator receives the form before the deadline. If the form is not received or if the supervising engineer's evaluation is not satisfactory, the student may be found unsatisfactory and will be requested to repeat the training.

- Upon the completion of summer training, a hard copy of "Summer Training Report" must be submitted to the Coordinator by the last day of the add-drop period of the new term. The report must outline the experience and observations gained through practical training, in accordance with the required content and the format described in this guideline. Each report will be evaluated by an academic member of the Program on a satisfactory/unsatisfactory basis.
- If the evaluation of the report is unsatisfactory, it shall be returned to the student for revision and/or rewriting. If the revised report is still unsatisfactory the student shall be requested to repeat the summer training.
- Every intern needs to have a Summer Training Notebook. The student should have a work plan for the internship, and should regularly note down the work performed according to this plan. These notes can be taken advantage of when writing the final summer training report. The summer training report needs to be submitted at the

beginning of the semester following the internship based on the rules and schedules determined by the program summer training committee. Students, who do not follow the rules, guidelines, and schedules in submitting their report, are not credited for that summer training. The summer training reports of the successful students may or may not be returned back based on the program committee decision.

- If you find the computer content at the company you picked for the summer training is “weak”, or you are not assigned any projects to work on, it is your responsibility to communicate this to the group manager and push for a solution. If the problems are not resolved, it is your responsibility to identify and transfer to another company for summer training. Not having enough work to do at the interned company does not count for a good excuse to submit a poor summer training report. The full responsibility of finding a good place to intern, and to execute a successful summer training belongs to the student.
- Report your summer training without exaggerations. Do not forget to recognize everybody who contributed to the project you worked on. Exaggerated or misleading reports that include work which was not your personal accomplish men twill be returned. They may also be in violation with academic rules of honesty and information technology ethics. Do not worry if the work you accomplished during the summer training seems simple. Seemingly complex engineering designs consist of many smaller tasks that are simple when considered individually. It is important you understand how your contribution fits into the more complex project, and report it with your conclusions and without any exaggerations.

III. STEPS FOR SUMMER TRAINING

1. Find an appropriate company that you like to work for. Summer trainings in Research centres like TUBITAK is also accepted. We have a list of already accepted companies that you can download from department web site. If the company accepted you are not in the list, you should provide the coordinator with a letter from the company explaining and summarizing their hardware, software and software application areas, company contact information, and contacts of person on charge must be provided as well. If the company is approved by the Coordinator, you can go for step2. Allow enough time for company approval, so contact the coordinator as early as possible.
2. Fill *Summer Training Acceptance Form*, and submit it to the coordinator or department secretary. This step has to be finalized before the last day for courses withdrawal in SPRING semester.
3. Go to the Registrar's Office to finalize the necessary steps for the insurance application and other formal documentations.
4. Attend your summer training; then finalize the summer training evaluation form. No summer training will be accepted without this form.
5. Register for CIS 206 in the following FALL Semester. You have to follow university calendar for course registration.
6. Submit a hard copy of „Summer Training Report“ to the Coordinator by the last day of the add-drop period of the FALL semester.
7. The Coordinator will distribute the submitted reports to faculty members and the corrected reports will be given back to the students before the last day for withdrawal from courses of the new FALL semester.
8. The revised reports along with the corrected reports will be submitted to the coordinator before the last day of classes of the new FALL semester. If revised report is not satisfactory student will be asked to repeat the summer training.

IV. FORMAT OF SUMMER TRAINING REPORT

- The report shall comply with the summer training program principles.
- The report shall be in English, prepared with a PC and printed.
- Main headings are to be centred and written in capital boldface letters. Sub-titles shall be written in small letters and boldface. The typeface shall be Times New Roman font with 12pt. All the margins shall be 2.5cm. The report shall be submitted in printed form and filed. An electronic copy of the report shall be recorded in a CD and enclosed in the report.
- The SI (Metric) system shall be used for units.
- Drawings shall conform to acceptable engineering standards.
- Each report shall be bound in a simple wire vinyl file and contain the following sections:

1. Cover Page

2. Page of Approval and Grading

3. **Abstract page:** An abstract gives the essence of the report (usually less than one page). Abstract is written after the report is completed. It must contain the purpose and scope of training, the actual work done in the plant, and conclusions arrived at.

4. TABLE OF CONTENTS (with the corresponding page numbers)

5. LIST OF FIGURES AND TABLES (with the corresponding page numbers)

6. **DESCRIPTION OF THE COMPANY:** Summarize the work type, administrative structure, number of employees (how many engineers, under which division, etc.), etc. Provide information regarding

- Location and spread of the company
- Number of employees, engineers, technicians, administrators in the company
- Divisions of the company
- Your group and division
- Administrative tree (if available)
- Main functions of the company
- Customer profile and market share

Give the general picture but don't include the name of the technician and workers unless they are the significant part of the work there.

7. **INTRODUCTION:** In this section, give the purpose of the summer training, reasons for choosing the location and company, and general information regarding the nature of work you carried out.

8. **PROBLEM STATEMENT:** What is the problem you are solving, and what are the reasons and causes of this problem.

9. **SOLUTION:** In this section, describe what you did and what you observed during the summer training. It is very important that majority of what you write should be based on what you did and observed that truly belongs to the company in the sense that it cannot be obtained from main textbooks, datasheets, etc. If the work is based on some theoretical concept which you did not know before, then it is appropriate to learn it. But it is not right to write the very detail of what you learned from the book (the theory) in the report.

Especially DO NOT COPY a chapter, a section or any part from any book or from the internet resources. Whatever book or document you learned the concept from, please refer to that document and put the source in the list of references!

In your report, if you wish you can explain the basics of the concept in your own words and in a short form and refer to where you learned the information from in the references section. When you write references, use the following notation (or an established citation system):

Example: “The free-draining sands and gravels readily allow the flow of water, and the pore water pressures are able to adjust very rapidly. Therefore, following any change in hydraulic boundary conditions it can be assumed that steady state conditions in sands and gravels are achieved virtually instantaneously.”

Summer Training typically involves practical work. The main objective is to be involved in a part of such activities and report your activity. Clearly state your role and contributions in the project. If you worked at a construction site, explain the stages involved in the construction. If you worked at a design office, give details of the design procedure and stages you took part during the process. Here, you must give as much detail as possible. Including related photos/figures/graphs is highly recommended. Place the figures and tables as close as possible to the referring text. Number each figure and table and avoid using statements such as “see the figure below” or “see the figure above”. Example: “As Fig. 2 indicates, the designed board has 7 input terminals and three output terminals with one of them being the shielded ground wire”.

10. **CONCLUSIONS:** In the last section, summarize the summer training activities. Present your observations, contributions and intellectual benefits. If this is your second summer training, compare the first and second summer trainings and your preferences.

11. **REFERENCES:** List any source you have used in the document including books, articles and web sites in a consistent format.

12. **APPENDICES:** If you have supplementary material (not appropriate for the main body of the report), you can place them here. These could be schematics, computer programs, drawings, etc. If the document is a datasheet and it can be easily accessed from the internet, then you can refer to it with the appropriate internet link and document number. In this manner you don't have to print it and waste tons of paper.

SUMMER TRAINING BOOKLET



**YAKIN DOĐU ÜNİVERSİTESİ İKTİSADİ VE
İDARİ BİLİMLER FAKÜLTESİ BİLGİSAYAR
ENFORMATİK BÖLMÜ**

**NEAR EAST UNIVERSITY
VOCATIONAL SCHOOL
COMPUTER PROGRAMMING**

**STAJ REHBERİ
SUMMER TRAINING GUIDE**

**LEFKOŞA, 2014
NICOSIA, 2014**

NEAR EAST UNIVERSITY
VOCATIONAL SCHOOL COMPUTER PROGRAMMING

PRINCIPLES OF SUMMER TRAINING REPORT

- 1- Students of the Vocational School at NEU should take part in an industrial summer training, the duration of which varies with the department concerned, in addition to accomplishing the required courses and laboratory studies so that they can be awarded the B.Sc. degree.
- 2- The year of the training, its duration, subjects to be covered, time to be spent on each subject related with the requirements of the type of industry selected for the summer trainings are specified by each department concerned.
- 3- Each department has a “Summer Training Advisory Committee”, including at least one member of the teaching staff. This committee administers the department’s summer training affairs reporting to the department chairman. Members of the committee are selected by the department chairperson.
- 4- The Vocational School has a “Faculty Summer Training Board” that meets when necessary. This board is composed of an advisor from each department that has got such a committee. They meet under the chairmanship of the Dean or one of his assistants and ensure that the summer training procedures are performed according to the rules common to all the departments of the faculty.
- 5- If the students themselves can find a working place acceptable by their department, the responsibility of fulfilling their summer work in a satisfactory manner belongs to themselves as well. On the other hand, the summer training vacancies available to the department are distributed to the prospective students by the advisor of the Department Summer Training Committee giving priorities in order of graduation status, academic achievement, and the use of the previous summer training assignments, or by drawing lots.
- 6- Students who find their own working places must submit satisfactory information about their working place to the departmental committee and should obtain approval before starting their summer training. Responsibility rests with the students for places, which has been approved of by departmental committee.
- 7- Each student about to start work should obtain a “Summer Training Guide”. In this guide general information on summer work and the necessary forms are given. The student records daily all the work he/she has performed according to the department summer training program during the summer training period, and later passes all these records into the notebook in accordance with the “Principles of Summer Training Report”. The student submits the report to the departmental committee during the registration period of the semester following summer training. When it necessitates, this date may be delayed for some time by the advisory committee. Those students who do not submit their summer reports at the end of the assigned period are considered not to have done their summer training. In addition to this report, the departments may ask for documents covering additional information on the work accomplished. Students who satisfactorily complete their training, receives their reports back.

- 8- The student who has not written his or her report to the acceptable standards given by the “Principles of the Summer Training Report” is asked to improve his or her report within two weeks” time, if he or she has fulfilled his or her summer training successfully. Those students who do not hand in the required report within his/her period, or those whose reports are rejected are required to repeat this summer training.
- 9- Each student is required to deliver the summer training forms, marked “confidential” in the booklet, to the employer at the start of the summer training. At the end of the training, one of these forms is sent directly to the department advisory committee by registered post. The responsibility of ensuring this belongs to the student. The other copy is retained in the employer”s files.
- 10- The student who gets an “F” average on his/her performance report, or who has got an “F” for his/her attendance status, is required to repeat this summer training.
- 11- The record of each student who has completed his/her work satisfactory is sent to Registrar”s Office by the department where it is entered into its University Record.

PRINCIPLES OF THE SUMMER TRAINING REPORT

- 1-** The report should be in accordance with the summer training program and the principles of summer training.
- 2-** The report should be typed or printed in English and drawings should be made in accordance with the technical drawing procedures.
- 3-** The main headings are to be centred and written in capital letters. The sub-titles should be written in small letters and underlined. Drawings should conform to acceptable engineering standards.
- 4-** Each report should contain the following sections:
 - a)** Table of contents with the corresponding page numbers.
 - b)** Description of the company at which the summer training has been accomplished.
 - Name of the company.
 - Location of the company.
 - Structure and scheme of the industrial organization of the company.
 - The number of engineers employed and the functions they perform.
 - Main sphere of activity.
 - A brief history of the company.
 - c)** Introduction: The purpose and the scope of the summer training should be presented briefly in this section.
 - d)** Main Text of the Report: In this section, a detailed description of everything that has been done and observed during summer training should be given with close consideration of the program outlined by the related department for the second and third year students. The necessary data, tables and diagrams should be numbered and placed in the appendix.
 - e)** Conclusion: In this section, the data obtained and the experience gained during summer training should be assessed, the industrial work of the company should be discussed in terms of technical aspects, and appropriate recommendations should be included.
 - f)** Appendix: All the related data, tables and drawings should be given in this section.
- 5-** Each department will prepare its own summer training programme, and equip the students to perform summer training with all the necessary information.