In-Service Training Program Overview
In-Service Training: Objective

- Provide the students of the Engineering School with practical, technological, as well as managerial experience through personal contact in engineering and industrial organizations.
What to do during training?

• The training cannot comprise only of the learning of a system or application!
  • It must also contain the development of a system or application.
  • The applications can be on one of the following topics:
    • System Analysis and Design
    • Software Design and Development
    • Database and Knowledge Base Applications
    • Microprocessor-Based System Design and Applications
    • Computer Network Applications
    • Computer-Aided Design and Manufacturing Applications
How long?

• Industrial training is made in at least two parts in different firms or institutions, each of them with at least 15 working days and at most 45 working days of duration

• Each training should be at a different company. You can not work for a company more than once. (Even if total number of training days does not exceed 45)

• A total of 60 days of training is required to graduate.
What are the periods allowed for training?

- Summer and winter breaks.
- You are not allowed to work in the fall and spring semesters and corresponding final periods.
- You can work as a trainee on weekdays and Saturdays, but not on Sundays.
- You cannot work on religious and national holidays.
Can I work as a trainee in the Summer School period?

- Students taking only one course from Summer School can work 4 weekdays per week + Saturdays.
- Students taking two courses can work 3 weekdays per week + Saturdays.
- If you are taking more than two courses then, your training cannot overlap the Summer School period.
How can I find a company for training?

• The requests for trainee from industry are posted on the webpage of the department. Please check this page regularly.
  
  • [http://www.cmpe.boun.edu.tr/undergrad/training/positions](http://www.cmpe.boun.edu.tr/undergrad/training/positions)

• Company list of previous trainees on the web page
  
  [http://saka.cmpe.boun.edu.tr/restricted/](http://saka.cmpe.boun.edu.tr/restricted/) (Requires login to new CmpE Restricted web site. Contact training assistant if you don't have an account yet.)

• Go find a company 😊
How can I find a company for training?

Training Positions

- Available Training Positions & Announcements
- Company Evaluation Results: Results of the trainee evaluations of the company. (Requires login to new CmpE Restricted web site. Contact training assistant if you don't have an account yet.)
- Some Companies for Internship
- Useful Links for Training Abroad
How can I find a company for training?

You can see the application procedure & details of each announcement in CMPE Restricted.
How can I find a company for training?

- This is your chance to practice job hunting
- Prepare your CV. If in doubt, consult CV preparation tips on the web example:

- Look at the “personnel” or “human resources” web sites of companies; big companies usually have formal procedures for the applications.
- Apply to many places. (10s or even 100s)
- Word-of-mouth, know-how-know-who; these are sources of information that should be utilized
How can I find a company for training?

• List of companies that accepted trainees from our department is available at CmpE Restricted web site (http://saka.cmpe.boun.edu.tr/restricted/)

• You can also see the results of the trainee evaluations for the companies
Before Training: Feedback from previous internships (1/5)

- Check the previous years evaluation results
  http://saka.cmpe.boun.edu.tr/restricted
How can I find a company for training?

![](CmpE Restricted.png)

For each company, the total number of trainees, the year of the last training, and the average scores of the trainee evaluations are listed below. The question text is displayed when the cursor is over the question label. Click on the row to see detailed information for the company.

<table>
<thead>
<tr>
<th>Company Title</th>
<th>Number of Trainees</th>
<th>Last Training Year</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Q5</th>
<th>Q6</th>
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</tbody>
</table>
Before Training: I have found a place of work. What next?

- Read the procedure in the Training FAQ and carry it out: [http://www.cmpe.boun.edu.tr/undergraduate/training/faq](http://www.cmpe.boun.edu.tr/undergraduate/training/faq)

1. **Acceptance Form**: Download and fill in [this form](http://www.cmpe.boun.edu.tr/undergraduate/training/faq), and then, submit it to the training assistant. 3 weeks before the start of internship!

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**BİLGİSAYAR MÜHENDİSLİĞİ BÖLÜMÜ
STAJ BİLDİRİM FORMU**

.........../

Aşağıda adı, soyadı ve numarası yazılı olan Bilgisayar Mühendisliği Bölümü öğrencisiyim. Aşağıda belirttiğim tarihler arasında staj yapmak tüzere aşağıda adı/üvnani belirtilen şirkette/kurumla anlaştığımı ve staj yapmak istediğini beyan ederim.
During Training: What next?
The training itself

- See yourself as an employee of the company; not as a guest
- What are the rules of the new environment? Adapt yourself
- Try to learn as much as you can; be useful
- Imagine yourself after graduation: Would you like to work in this company? What is required to be successful? What else do you need to learn? Is this where you want to be?
During Training: What next?

1. Training Booklet. It is available on the web (no more daily diary).
   http://www.cmpe.boun.edu.tr/sites/default/files/trainingbooklet.doc
   • Before you leave, have the report stamped and signed.

2. New Training Evaluation Form (sicil formu), obtain from the Dean’s office, signed by the employer; enclosed in an envelope, and stamped. (The cover of the envelope should be signed and stamped too!)

3. Completion Form (for insurance purposes) – Same dates as in the acceptance form, otherwise you may have to pay.
After Training: What next?

Have them sign Completion Form and hand in to department within the **5 days** following your last training day.

BOĞAZİÇİ ÜNİVERSİTESİ
BİLGİSAYAR MÜHENDİSLİĞİ BÖLÜM BAŞKANLIĞI’NA

Aşağıda kimlik bilgisi bulunun öğrencinizi ..../..../......... ile ..../...../......... tarihleri arasında şirketimizde/kurumumuzda Stajyer Öğrenci olarak çalışmış olup, bu belge öğrencinin isteği üzerine verilmiştir.

Onaylayan
(Adı-Soyad-Ünvan)

(Kaşe/Mühür)
After Training: What to Submit?

1. **Training Booklet**: containing a brief description of the work carried out. (Both hard-copy and soft-copy. Soft-copy should be uploaded through CmpE restricted web site: [http://saka.cmpe.boun.edu.tr/restricted](http://saka.cmpe.boun.edu.tr/restricted))

2. **Trainee Evaluation Form (Sicil formu)**: can be sent by the employer to the department. Must be sealed in an envelope. The cover of the envelope should be signed and stamped too!

3. **Completion Form**: Signed and stamped by the company. To be handed in within 5 days following your last training day. Dates must be the same with the acceptance form.

4. **Company Evaluation Form**: Fill in a form on the web, through Restricted site on the department webpage. ([http://saka.cmpe.boun.edu.tr/restricted](http://saka.cmpe.boun.edu.tr/restricted))
Why so many forms?

- Acceptance and Completion forms are new procedures; they are required because the school is starting social security (ssk) for you.
- In return, you may get a letter certifying that you have had social security started.
Training booklet: What are the techniques to fill a training booklet?

• In the booklet, you are required to write a general report, explaining the work you have done during your training.
• The report should be written in English.
• The report must be a maximum of 20 pages minimum 10 pages (appendices not included), written with Times New Roman 12 pt font.
• Included pictures/charts must be at most as big as half of a page.
• Source codes/sample outputs/screen shots must be included in the appendices.
• The content of the report must not include copy/paste material.
Training Booklet: What are the contents of the general report?

1. Description of the company/institution (MAXIMUM: 1 PAGE)
2. Internship activities (MAXIMUM: 16 PAGES MINIMUM: 6 pages)
3. An assessment of the internship (MAXIMUM: 1 PAGE)
4. Conclusions of the report (MAXIMUM: 2 PAGES)
5. Appendices and supplementary material
6. References
Training Booklet

• Before you start to write the report
  • Read the relevant parts in this document, on FAQ page *again*
  • Read the instructions on the trainingbooklet.doc file carefully
Training Booklet: What not to do

- Do NOT write the report in a daily manner like a diary
- Do NOT use copy-paste material
- Do NOT explain what you have learned as a manual or tutorial
Training Booklet (Online Submission)

- Training booklet should be submitted both as hard-copy and soft-copy. Soft-copy should be uploaded through CmpE restricted web site: [http://saka.cmpe.boun.edu.tr/restricted](http://saka.cmpe.boun.edu.tr/restricted)
- The training report should be uploaded as a single pdf file.
- Scan the training report **after** it is signed and stamped by your supervisor and create a single pdf file.
## Company Evaluation Form

### Training List

Here are your training records that are currently active. You cannot submit any documents once training evaluation period is over.

<table>
<thead>
<tr>
<th>Company</th>
<th>Start date</th>
<th>End date</th>
<th>Training Report</th>
<th>Company Evaluation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC Yazılım, Elektrik ve Ticaret Ltd. Şti.</td>
<td>2019-01-02</td>
<td>2019-02-15</td>
<td>Upload training report</td>
<td>Submit company evaluation form</td>
</tr>
</tbody>
</table>
Details?

- What happens if I cannot hand in until the deadline?
  - The penalty is one day reduction from the training period for each day late.

- What about the stamps (kaşe) and the approval signatures over the training documents?
  - The weekly programs must be signed and stamped.
  - Each page of the report must be signed and stamped.
  - The Trainee Evaluation Form must also be signed and stamped. It should be in a closed and sealed envelope. The cover of the envelope should also be signed and stamped.
Summary of Required Forms

1. Acceptance Form (3 weeks BEFORE training)
2. Completion Form (AFTER training: within 5 days following your last training day, dates must match the dates in Acceptance Form)
3. Trainee Evaluation Form (AFTER training: must be in a sealed envelope)
4. Training Booklet (AFTER training: all pages must be signed, stamped by your supervisor. Both hard copy and online submission)
5. Company Evaluation Form (AFTER training, submitted online)
Grading your Training

• The main criteria are:
  1. Format and completeness of the training report. This is your chance to practice report writing,
  2. On time submission of ALL FORMS,
  3. Adequacy of the training
Grading your Training

- Your training will not be accepted if you don’t submit the training booklet, the trainee evaluation form or the company evaluation form.
- Your training may not be accepted or accepted partially (deduction from number of training days) if your training is not adequate or your training report does not satisfy content or formatting requirements.
Further reference?

- Visit the summer training link on the department home page
  [www.cmpe.boun.edu.tr/undergraduate/training/](http://www.cmpe.boun.edu.tr/undergraduate/training/)

- FAQ link answers most if not all your questions. Make sure to read before you ask your question. Otherwise no answer.

- Ask questions about training to the training assistant:
  Name and email on the FAQ web page