

 *KOÇ UNIVERSITY*

 *College of Engineering*

**DEPARTMENT OF COMPUTER ENGINEERING**

### COMP 291/391 SUMMER PRACTICES I/II

<Your Name Here>

Internship Company and Department:

<Company / Department Name>

Starting Date / End Date

**Supervisor (Name, Department, Phone, Fax, E-mail, etc.):**

### KOÇ UNIVERSITY

### COLLEGE OF ENGINEERING

### COMPUTER ENGINEERING DEPARTMENT

### COMP 291/391 SUMMER PRACTICES I/II

1. Your write-up should adhere to those guidelines. Most importantly, all the write-up and figures and tables in your report (except the appendix) must belong to you, and must be in your own sentences. Any material that is copied from another source must be put in the appendix only, and properly referenced.

The report should be 20 to 30 pages including table of contents, main text (typed 1.5 line-spaced with 12pt fonts and 1” margins all around), figures with figure numbers and captions, and references. Appendixes are additional and there is no page limit for them. All figures, tables etc. must be also numbered appropriately.

1. Do not forget to have your supervisor sign all necessary documents, including your **Internship Evaluation form** (or Staj Degerlendirme Formu in Turkish) and **bottom of each page of the Work/Project Summary,** which is completed during (not after) your internship, as well as **the first page of your report** (where it is indicated that your supervisor should sign).

By submitting this report, you agree to all rules stated above, and all Koç University policies including the Koç University Student Code of Conduct as seen on:

<http://vpaa.ku.edu.tr/academic/student-code-of-conduct>

Failure to comply will result in severe penalty, and possibly forwarding to the disciplinary action committee.

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# Introduction

Present a summary of your internship, including an abstract of your project (problem, solution technique, and results), as well as the reasons that you chose to do your internship at this specific company on this particular topic.

# Company Description

**In your own words**, describe briefly the company and the department you worked in. 1-2 pages.

Company description should include:

* The company’s sector and products
* Any research done in the company
* Very brief history of the company and your department (foundation date, very major changes), and your role in this department.
* Company statistics (size, organization, etc.)

If you are going to use any material that does not belong to you (e.g., company description taken from a website, company organization chart from company documents, a product list from company website), then do not put them here; instead put them into **appendix**.

# <Title of project >

## Problem Statement

Describe:

* What is the specific problem that you need to solve?
* What purpose will your solution serve?
* What is your contribution within the project?
* Criteria to test your solution: What constitutes a successful project?
* Previous work: What is the existing solution?

## Tools and Techniques Used

Describe tools and techniques required to complete the project successfully, including:

* Programming languages: Why did you choose a specific language? What are the advantages and disadvantages of that language in comparison to other alternatives within the context of your project?
* Software: Which software packages did you employ, and why? What were the benefits of employing them in your project? What were some missing useful features? Do there exist alternative software that could have fit your project needs better? If so, why didn’t you use them?
* Hardware: Same questions as in software tools apply here if your project uses specific hardware.
* Techniques: Which techniques did you employ (object-oriented programming, network programming, relational database design, etc.) ? Why does the technique employed fit into your solution? What are the advantages of such a technique in solving your problem?

## Detailed Explanation

This section explains your project in detail. In the previous section you discussed which tools and techniques were used, and why. In this section, you need to now show **how** you used the tools and techniques to solve your problem. Your explanation should be clear enough so that another person reading your report should be able to solve a similar problem.

## Results

In this section, clearly present the results of your project. In particular, explain the following in detail:

* Was your project completed successfully according to the criteria in your problem statement? If so, show us that your solution indeed is successful. If not, tell us the problems that you encountered, and possible solutions to those problems that could have been applied.
* If your project had quantitatively-measurable goals (performance numbers, correctness metric, completing 9 out of 10 features, etc.), then show your results. If your project had qualitative metrics (nice-looking, usable, etc.), then include comments from your supervisor and co-workers, as well as screenshots.

# Conclusions

Conclusions must be combining your academic background and your internship experience.

* Explain how your education helped you successfully complete your internship. In particular, explain which topic in which course was used for what purpose in your project.
* Compare your in-class education and assignments with your project assignment during your internship. To what extent they were similar? To what extent they were different?
* Explain how your internship can help your education. What new concepts have you learned that can be used during your classwork?
* Explain which skills and qualifications you have acquired during your internship, and how they may affect your career in the future. Did this internship change your career goals? What were the main influential parts?

# Appendix

(including relevant material such as catalogues, product specifications, papers, codes)

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# References

Each information, figure, table, etc. that does not belong to you (has been found online, taken from some other document, etc.) **must** be referenced, or you risk being penalized due to plagiarism.