

# Summer Training Seminar

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# Outline

- Before summer training
  - Expectations from summer training
  - How to choose a summer training place
- Paperwork and application software
- During summer training
  - Planning and organization
  - DOs and DON'Ts
- After summer training
  - Reports and evaluation

# Outline

- Before Summer Training
  - Expectations from summer training
  - Criteria for a good place/company for summer training

# Catalog Description for CS299/399

- The minimum time for this practice in an organization is four weeks (20 working days). The main objective is to observe a company in an original setting and answer questions on the fundamental areas of Computer Engineering and Information Science. A written report summarizing the training experience is required.
- **CS 299 Prerequisite: CS 202**
- **CS 399 Prerequisite: CS 299**

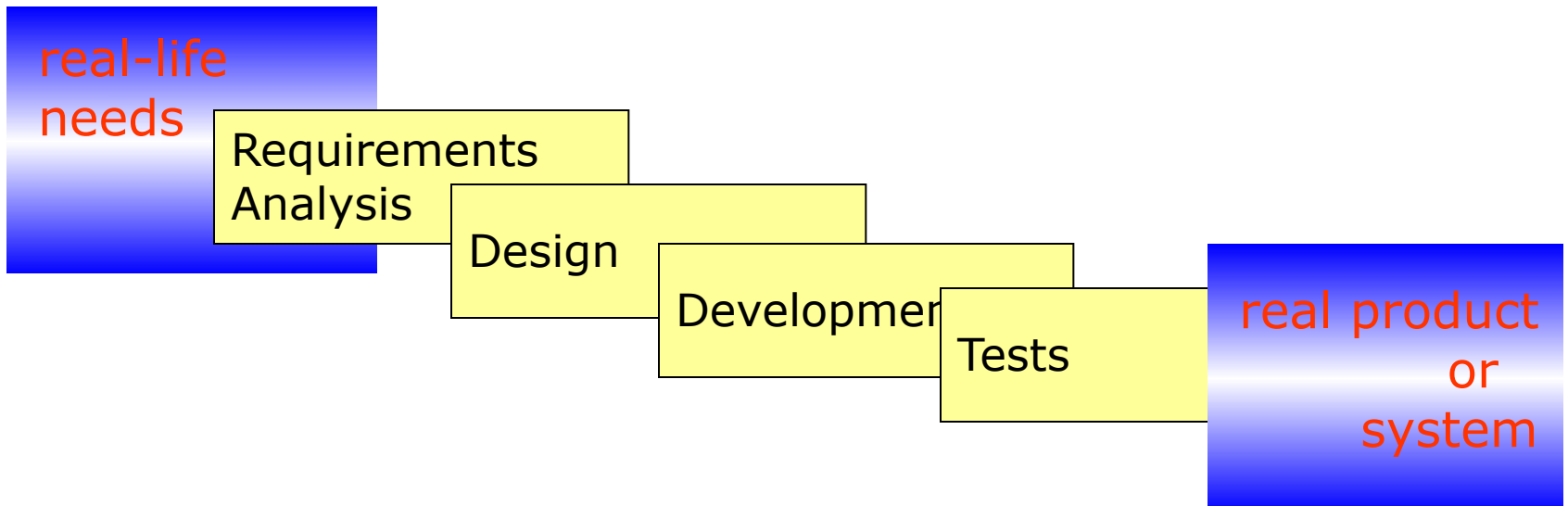
# Expectations

- Learn about work outside of universities
  - Companies, Government Institutions, Factories, Banks, etc.
- You already learned the academic environment at the university.
- During the summer training:
  - Learn company environment and organization
  - Learn about projects and processes there
  - This helps you to make a selection between
    - Career as an academician
    - Career as an engineer or project leader, ...



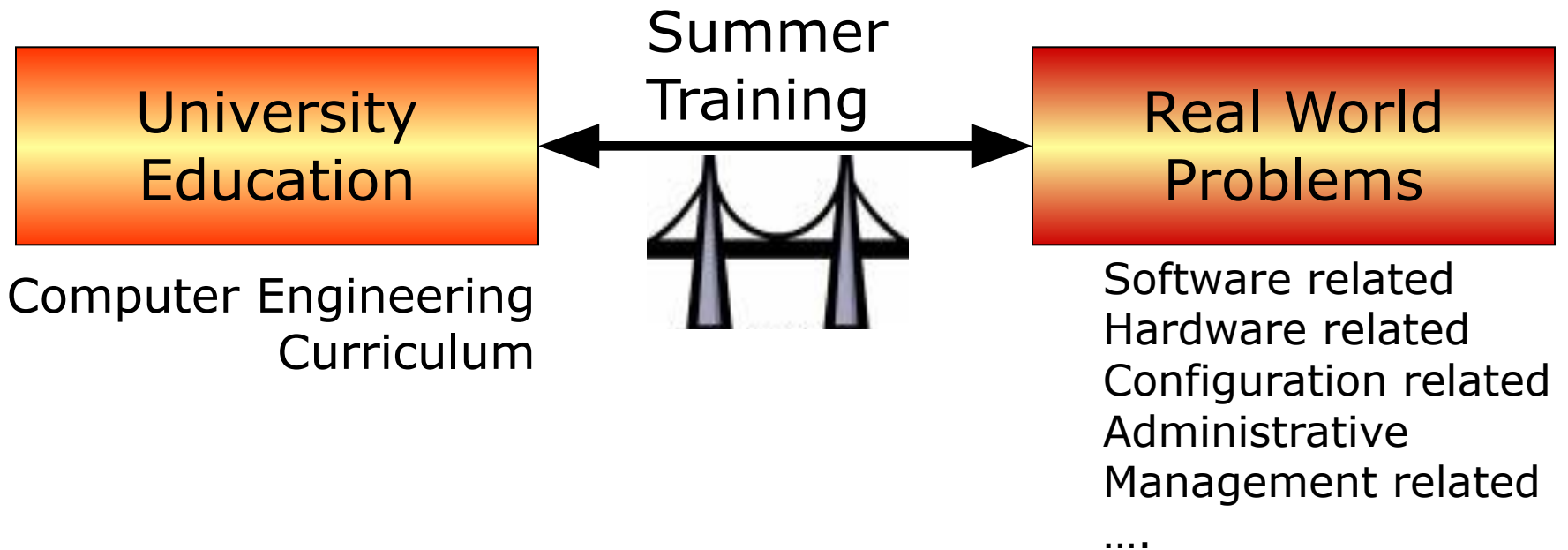
# Expectations

- See real world problems and what they involve
- Learn how a real-life project is initiated, developed and managed.



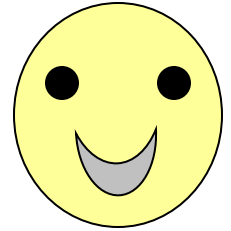
# Expectations

- Get opportunity to link real world problems to your university education



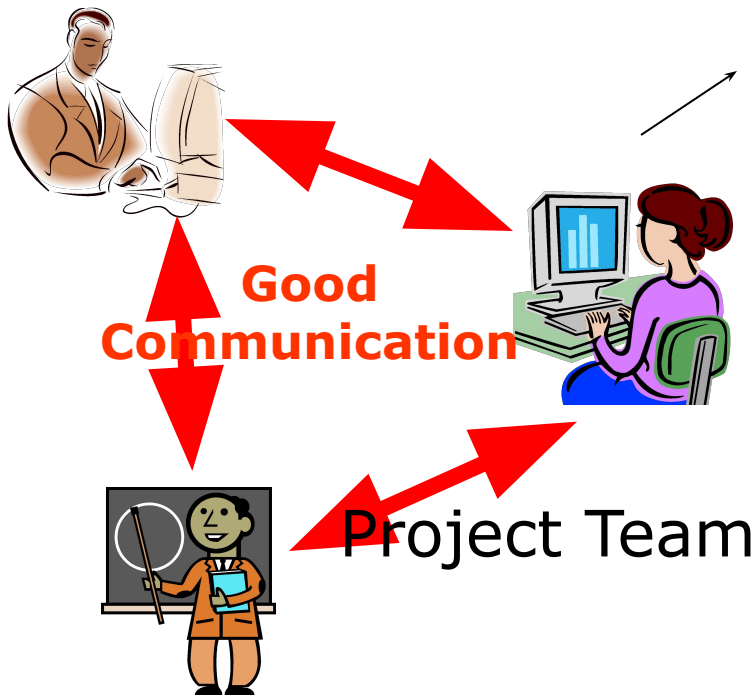
# Expectations

- Get out-of-university contacts and references



# Expectations

- Get opportunity to improve your communication skills
  - Oral
  - Written



Excellent work;  
Good Quality  
Output

Good  
Communication



Others  
understand  
and appreciate

# Expectations

- Get familiar with **new tools** and development facilities
- Obtain the chance to work in a **professional team**
- Collaborate with people from **other disciplines**
- Learn **contemporary issues**

# Expectations

- Learn and practice professional work ethics
  - Be serious
  - Be dedicated
  - Be enthusiastic
  - Be honest
  - Be punctual
  - Target high quality work
  - Try to meet deadlines
  - ...

# Expectations

- See **computer engineering** discipline **in action**
- **Apply what you learned** in a real work environment

**The more expectations your training satisfies,  
the better it is.**

# Criteria to select a company

- The following are **two mandatory requirements** from a company where training will be done
  - 1) The company/institution must **work on computer engineering** applications and/or systems, such as software/hardware design/development/testing.
  - 2) Your supervisor/manager must **be a computer engineer.**
    - **Information Sys., Soft. Eng., EE with CS/CE role also works!**
- So that you can learn something from them.

# Criteria to select a company

- The following are **recommended requirements** for a company to be selected as the training place
  - You should be able to work in a team, if possible a multi-disciplinary team
  - The company/institution should use contemporary tools and techniques
  - The company/institution should work on projects that have local or global impact

# Criteria to select a company

- You should be able to observe the organization and work-plan of the company/intuition
  - So that you get any idea how a big project is managed.
  - How is the hierarchy
  - How a project progresses
- The company/institution should follow engineering standards and methods
  - So that you can learn some standards that are followed in real life and that are important for a good quality product

# The Criteria

- You should select a company based on the expectation to fulfill most if not all of the criteria listed under “Evaluation of the Work” on the Summer Training Grade form
  - Passing (or failing) CSx99 depends on these
  - The quality and quantity of your learning depends on these
- The criteria are:
  - Able to perform work at the level expected from a summer training in the area of computer engineering. (this is the evaluation of all the work done in the summer training)

# The Criteria

- Solves complex engineering problems by applying principles of engineering, science, and mathematics.
- Recognizes ethical and professional responsibilities in engineering situations.
- Able to make informed judgments that consider the impact of engineering solutions in global, economic, environmental, and societal contexts.

# The Criteria

- Able to acquire new knowledge using appropriate learning strategy or strategies.
- Able to apply new knowledge as needed.

# Some Policies

- CS299 and CS399 must be done in **2 different companies**
- No academic Summer Training. But **one academic** Summer Training in a **foreign county** is allowed.
- Can **not do** Summer Training in **winter** break unless you will graduate in that winter.
- Can **not do 2** Summer Trainings in one summer unless there is a **legitimate reason** for that
  - Need coordinator review and signature
  - Petition letter + transcript to coordinator
  - Approval of the Department Chair and Dean's Office.

# Outline

- During Summer Training
  - Planning and Organization
  - Good Attitude
  - The “Big Picture”
  - Networking, teamwork, collaboration
  - Communication
  - When to Quit
  - Start the Report

# Planning and Organization

- Staj Goals   □ Weekly Goals   □ Daily Goals
- Plan/budget time accordingly
- Keep a 'Notebook'
  - Electronic (or paper) document to write things in
  - Keep a daily/weekly record of your progress
  - Experiments/efforts you tried
  - Things learned
  - Goals, plans, do-lists
  - People, contact info
  - Resources, references, links

# Maintain Good Attitude

- Positive
- Learner
- Initiator (Girişimci)
- Diligent/punctual/regular
- Quality work: ask for it, produce it

# Learn the “Big Picture”

- Be open, curious about the organization: *LOOK, LISTEN, ASK, LEARN*
- Try to get a business perspective
  - about products, market, costs, profit, future growth, competitors, taxes/laws/regulations, etc
  - How does engineering (Ar-Ge) fit in?
- Understand management structure and methods
- Use your 'notebook' to record observations

# Learning from Others

- “Networking”: establishing work/social relationships with others in your profession
  - Mentors: managers, project leaders, experienced engineers
  - Peers: new engineers, summer training students
  - Resource people: consultants, sales people, technicians, etc
  - Use your 'notebook' to record names and contact info

# Networking Skills

- Be friendly, open to new relationships
- Be a good listener, ask questions
- Offer information and help
- Offer and accept invitations
  - Lunch, tea breaks, evening/weekend activities
- Introduce others to your network
- Maintain contact with people

# Know When to Quit a Bad Staj

- If you see that it will not meet the standards of our staj requirements, including most of the “Criteria” (*it will be INVALID*)
- If you feel that you will not achieve at least some of the benefits and goals, especially the “Criteria” (*it will be of LITTLE BENEFIT*)
- Otherwise, stay and make the best of your opportunities

# Be Thinking Ahead: Staj Report and Evaluation

- Regularly check the Staj Evaluation Qs
  - Make adjustments as needed.
- Regularly check the Staj Report requirements
  - Begin writing it while you work
- Remember the “Big 9” and be observing how you are putting them into practice
  - Use your 'notebook' to record things for the report later

# Summary

- DO plan and manage your time
- DO set goals, and record your progress
- DO keep a 'notebook'
- DO make relationships, build a network
- DO keep a good attitude
- GO for *high quality* in all you do
- DON'T stick with a bad staj placement
- DON'T wait till school begins to start your staj report

# Outline

- After Summer Training
  - Summer training report
    - Content and organization
    - Style and formatting
  - Evaluation
    - Report style and content
    - Quality of work done

# Summer Training Report: Content

- Follow the **Guidelines** document in all aspects.
  - [https://www.cs.bilkent.edu.tr/~staj/current/Guidelines\\_v3.1.pdf](https://www.cs.bilkent.edu.tr/~staj/current/Guidelines_v3.1.pdf)
- Divide the report into the following sections:
  - Introduction
  - Company information
  - Work done
  - Performance and outcomes
  - Conclusions
  - References
  - Appendix (optional)

## GenAI Policy:

- provide appropriate attribution to the AI system: academic misconduct.
- learn how to cite the content generated by AI tools.
- students are responsible for the correctness of the information written in their summer training reports;
- Copying text verbatim from GenAI tools is prohibited;

# Summer Training Report: Content


- Introduction
  - Provides a smooth beginning to the document
  - Introduces the company, department, focus areas
  - Describes your motivation for choosing that company
  - Summarizes
    - the work done
    - motivation behind it
    - its significance in the overall project
  - Explains the organization of the rest of the report
- ☞ The reader will see the **big picture** and will know what to expect in the rest of the report.

# Summer Training Report: Content

## □ Company Information

- Here you will provide information about the company, department, your supervisor and the systems/resources there.
- It must have the following subsections:
  - About the company
  - About the department
  - About hardware and software systems
  - About your supervisor
    - The supervisor's name and job title, along with his or her university and department and year of graduation must be stated here.

 *Do not copy/paste text from other documents.*

 *We are interested in your observations about the company organization and the systems/tools/resources used.*

# Summer Training Report: Content

- Work done
  - The most important part of your report
  - Organization (e.g., title, subsections) depends on what you have done
  - Includes
    - Information about the main project (if what you did is part of such a project)
    - Motivation and requirements for the work you did
    - Significance of your work
    - Detailed description of your work

# Summer Training Report: Content

- Work done (cont.)
  - Detailed description of your work
    - Design methods learned and used
    - Algorithms/pseudo-code developed
    - Hardware/software environments used
    - Documentation methods learned and used
    - Testing methods learned and used
    - ...

# Summer Training Report: Content

- Work done (cont.)
  - State your own contribution
  - Do not forget that reader may not be familiar with the topic
  
- 👉 We are interested in your observations about the engineering practices, and the project design/development/documentation/testing/management methods used in the company.
  
- 👉 We are interested in your own work (which problems you worked on, how you approached them, how you solved them).

# Summer Training Report: Content

- Performance and Outcomes
  - In this section you will discuss your training performance and the outcomes of your training.
  - The section must have the following subsections, corresponding to the Evaluation Criteria.
    - Solving Complex Engineering Problems
    - Ethical and Professional Responsibilities
    - Making Informed Judgements
    - Acquiring New Knowledge Using Appropriate Learning Strategies
    - Applying New Knowledge As Needed

# Summer Training Report: Content

- Conclusions
  - Summarize the work done
  - State your contribution
  - Summarize what you have learned, experienced, and acquired
  - Relate these to what you have learned at Bilkent

# Summer Training Report: **Template**

BILKENT UNIVERSITY  
ENGINEERING FACULTY  
DEPARTMENT OF COMPUTER ENGINEERING

CS X99 (write "299" or "399")

## SUMMER TRAINING REPORT

Name Last Name

ID Number

Performed at

Name of the Firm

Beginning and End dates

Report template version: v1.2, Feb 12, 2016.

- There is a **Report Template** available on CS399/299 webpage. You must use it.

### 1 Introduction

In this section make an introduction to your report and give brief information about where you have done your training (more info about that will be given in the next section) and your motivation for choosing this place. Briefly summarize the work you have done, the motivation behind your work, and the significance of the work you have done in the overall project.

Please remove these explanations in this template after you read them or while you are writing your report. These explanations are marked with yellow color like here. Make sure you read and correct your report a few times after you write it.

Please modify the parts that are marked with green color in this template according to your case (for example in the Cover Page).

You need to be careful about putting references to the end of the report and citing them properly in the text like the example just here [2,4,5,10]. You can cite a single reference like this [3].

Please make sure you follow a good writing style while writing your report. There are a lot of resources in Internet and Library about academic/report writing in English language. Information about some writing resources that you can benefit are added to the reference list at the end [1,2,3,4,12,13].

Please also explain the organization of the rest of the report in the last paragraph of this section.

### 2 Company Information

#### 2.1 About the company

#### 2.2 About your department

#### 2.3 About the hardware and software systems

#### 2.4 About your supervisor

The supervisor's name and job title, along with his or her university and department and year of graduation must be stated here.

### 3 Work Done

This section can have one or more subsections. It is up to you. But this section should be detailed enough.

### References

The reference examples and style below are adapted from TUBITAK, ACM and IEEE reference style suggestions that can be found at TUBITAK, ACM and IEEE websites.

Reference examples for web sources:

- [1] "Technical Writing Style". <http://www.cs.bilkent.edu.tr/CS399/TechnicalWritingStyle.pdf>. [Accessed: Feb 11, 2016].
  - [2] "The Major Problem Areas for Turks Writing in English". <http://www.cs.bilkent.edu.tr/data/advises/TheMajorProblemAreasforTurksWritinginEnglish.doc>. [Accessed: Feb 11, 2016].
  - [3] "Using Articles in English". <http://www.cs.bilkent.edu.tr/data/advises/UsingArticlesinEnglish.doc>. [Accessed: Feb 11, 2016].
  - [4] Strunk, W., Jr. and White, E.B. "The Elements of Style". [Online]. <https://faculty.washington.edu/heagerty/Courses/b572/public/StrunkWhite.pdf>. [Accessed: Feb 11, 2016].
  - [5] "Bibliyografik Verilerin Düzenlenmesi". <http://www.tubitak.gov.tr/duyuru/bibliyografik-verilerin-duzenlenmesi>. [Accessed: Feb 11, 2016].
  - [6] "IEEE Citation Reference". <http://www.ieee.org/documents/ieeecitationref.pdf>. [Accessed: Feb 11, 2016].
  - [7] "ACM Journals Word Style Guide". <http://www.acm.org/publications/article-templates/word-style-guide>. [Accessed: Feb 11, 2016].
  - [8] Robie, J. (1999). "XML query language (XQL)". <http://metalab.unc.edu/xql/qc-proposal.xml>. [Accessed: Feb 11, 2016].
  - [9] Clark, C. "Physicists Crack Another Piece of The Glass Puzzle". R&D Magazine. <http://www.rdmag.com/news/2012/10/physicists-crack-another-piece-glass-p.html>. [Accessed: Dec 15, 2012].
  - [10] Cain, K. (2012, June 29). "The Negative effects of Facebook on communication". *Social Media Today*. RSS. <http://socialmediatoday.com>. [Accessed: Feb 11, 2016].
  - [11] "All 33 Chile miners freed in flawless rescue". (2010, Oct 13). [http://www.msnbc.msn.com/id/39625809/ns/world\\_news-americas/](http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/). [Accessed: Feb 11, 2016].
- Reference examples for books:
- [12] Zobel J. *Writing for Computer Science*. Springer, 3rd Edition, 2014.
  - [13] Strunk W. and White E.B. *The Elements of Style*. Longman, 4th Edition, 1999.

# Summer Training Report: Checklist

- At the end of the template, there is a **Self Checklist** that you must complete before submitting your Report.

## Self-Checklist for Your Report

*Please check the items here before submitting your report. This signed checklist should be the final page of your report.*

- Did you provide detailed information about the work you did?
- Is supervisor information included?
- Did you use the Report Template to prepare your report, so that it has a cover page, has all sections and subsections specified in the Table of Contents, and uses the required section names?
- Did you follow the style guidelines?
- Does your report look professionally written?
- Does your report include all necessary References, and proper citations to them in the body?
- Did you remove all explanations from the Report Template, which are marked with yellow color? Did you modify all text marked with green according to your case?

Signature: \_\_\_\_\_

# Summer Training Report

- Things to remember:
  - Do not copy and paste information from other documents.
  - Properly quote or paraphrase information borrowed from other sources and cite them at the end of your report.
  - Be correct, consistent and complete.
  - Consult BILWRITE and other resources.
  - See this as an opportunity for improving your written communication skills.

# Summer Training Report

- Follow the **Guidelines**; use the **Report Template**, and be consistent
  - Section numbering and titles
  - Figures/tables: numbering, captions, referring to them from text
  - References to other sources
  - Source code
  - Spell check
  - Page numbers
  - Binding

# Evaluation Process

- Submit your reports by the deadline announced on the Department web page and/or via email.
- Your reports will be evaluated based on:
  - Quality of work done and performance/outcomes you achieved
  - Report style and content
- You may be asked to revise your report if style and content are not found satisfactory.
- You may be asked to repeat your internship if quality of work done is not found satisfactory.

# Evaluation Process

- Faculty members evaluating your reports are asked questions about:
  - The work place
    - Quality of the workplace
    - Evaluation by the employer
  - The report
    - Evaluation of the work (the criteria)
    - Evaluation of the report
- Make sure that you check the evaluation form and satisfy the requirements in your training/report.

# CS Coordinator Assistance

- Company approval (if nonexistent in STS)
  - <https://stars.bilkent.edu.tr/sts/>
    - answer 4 questions listed on the FAQ page:  
[CS 299/399 Frequently Asked Questions](#)
      - directly on STS
- 2 internship in 1 summer approval (check the FAQ)
- 99% of your questions are answered within the FAQ
- For further information on all other administrative issues:
  - [http://mf.bilkent.edu.tr/?page\\_id=844](http://mf.bilkent.edu.tr/?page_id=844)
  - [mfstaj@bilkent.edu.tr](mailto:mfstaj@bilkent.edu.tr)

# Summary

- For further information on CS related issues:
  - <https://www.cs.bilkent.edu.tr/~staj/current/index.html>
  - FAQ: <https://www.cs.bilkent.edu.tr/~staj/staj.html>
  - last, last, really last resort: [staj@cs.bilkent.edu.tr](mailto:staj@cs.bilkent.edu.tr)
    - no emails to *personal* addresses!
  
- For further information on all other **administrative** issues:
  - [http://mf.bilkent.edu.tr/?page\\_id=844](http://mf.bilkent.edu.tr/?page_id=844)
  - [mfstaj@bilkent.edu.tr](mailto:mfstaj@bilkent.edu.tr)
  
- Have a nice summer!