ITU FACULTY OF COMPUTER AND INFORMATICS ENGINEERING

ARTIFICIAL INTELLIGENCE AND DATA ENGINEERING DEPARTMENT

INTERNSHIP REGULATIONS

In addition to ITU internship regulations, the following regulations for the internship types, duration, report format and evaluation criteria will be used for the Faculty of Computer and Informatics Engineering, Artificial Intelligence and Data Engineering Department.

Article 1: A total of **40 working days** internship is obligatory for the students of Artificial Intelligence and Data Engineering Program. The 40 working days must be completed in two separate companies as **two internships of 20 days each**. Internships shorter than 20 days (10 days, 15 days, etc.) are not accepted. Students can do an internship in a company longer than 20 days, but this internship covers a single internship obligation of 20 days, the extra internship days in one internship do not reduce the compulsory 20 days of the other internship.

Article 2: Students cannot do both the internships **in the same department of the same company and on the same subject**. Even if the student is in graduation status, internship that does not comply with this rule will not be accepted. However, more than one internship can be done **in the different departments of the same company and on different subjects** provided that prior permission is obtained from Departmental Internship Commission. Such permissions are given by considering the suitability of the relevant company. While it is generally allowed in large and corporate companies, it may not be allowed in smaller companies. In a company with more than one department, it is allowed to work on two separate projects with different people working in different departments. In small companies that do not have more than one department, working with the same people on different projects, even if the project topics are different, is not considered an internship.

Article 3: Students can do both internships in the same summer term or in different summer terms. Internship dates should be determined according to the **academic calendar of the relevant year**, it is important that **the internship dates must start after the Spring term of the relevant year and end before the Fall term of the relevant year**.

Article 4: Evaluations of the **summer internships** are done in the **following Fall semester** by means of a Ninova class under **YZV401 Course**. Students are automatically added to the class at the beginning of the fall semester so that they can follow the announcements and upload their reports. Students do not need to apply to Departmental Internship Commission in order to be added to the class. However, students who are **about to graduate** can contact Departmental Internship Commission for an earlier evaluation of their summer internship reports.

Article 5: Students can do **in-term internships** during the semester, provided that they have **at least 3 fully-free days in a week**. In order for the internship day to be considered a **fully-free day**, students must have **no classes/exams** on this day. Students who do **in-term internships must contact** the Departmental Internship Commission for the evaluation of their reports when their internship is over. **They are not automatically added to a Ninova class when their internship ends.**

Article 6: At most one of the compulsory internships can be done online if approved by Departmental Internship Commission. Departmental Internship Commission may not approve the online internship if it deems it appropriate. If students do one of their internships in research laboratories of universities, they have to do their other internship face-to-face. Due to compelling reasons such as pandemics and natural disasters, flexibility can be provided in the number of online internships when Departmental Internship Commission deems appropriate.

Article 7: In the Internship Registration System (portal.itu.edu.tr), the internship types for the Artificial Intelligence and Data Engineering Program are offered with the following options, students can do **the same or different types of internships**:

1. Artificial Intelligence
2. Data Science and Engineering

Artificial Intelligence Topics:

a. Developing an algorithm/product/application related to artificial intelligence

b. Application of artificial intelligence techniques in a field

c. Conducting theoretical research on Artificial Intelligence

Data Science and Engineering Topics:

a. Big Data Collection

b. Big Data Software Projects

c. Big Data Analytics

Article 8: The internship report should be written in accordance with the **Artificial Intelligence and Data Engineering Internship Report Format**. A **Latex template** suitable for the internship report format is included in the course resources of the **YZV 401 Artificial Intelligence and Data Engineering Internship Processes** course in Ninova.

Article 9: Since the internship report is submitted electronically, the approval of the authorized person is not required on every page. However, the **table of contents** part of the **Internship Report Approval Form** must be **signed and sealed** by the authorized person. The **Signed and Sealed Internship Report Approval Form** will be uploaded to the same Ninova class with the internship report. **Table of Contents in the Internship Report Approval Form** must be the **same** as the **Table of contents** page of the internship report. Otherwise, the internship will be deemed invalid. The **Internship Report Approval Form** can be found in the **course resources** of the **YZV 401 Artificial Intelligence and Data Engineering Internship Processes** course in Ninova.