

Summer Practice Guide I

General Information for Summer Practice

1. Student must read ATILIM University Engineering Faculty Summer Practice Instructions before fulfilling their summer practice (See: Student Affairs Web Site). Besides **MECE 399/499 Summer Practice Guide II** must also be examined.
2. ATILIM University Mechatronics Engineering students must fulfill two summer practices, one being at the end of 4th semester (**MECE 399**), the other being at the end of 6th semester (**MECE 499**)
3. Summer Practice I (**MECE 399**) is **Manufacturing and Maintenance** practice, Summer practice II is (**MECE 499**) **R&D and Design**. Practice.
4. Duration of the summer practice is **20 work days** for both Summer Practices.
5. Students may ask their questions about summer practice to the Summer Practice Coordinator of the Department. For the year 2012 Department's Summer Practice Coordinator is Instructor H. Orhan YILDIRAN.
6. **PREREQUISITES:** To enroll **MECE 399 “Summer Practice I”** course students must have taken and passed, **MFGE 206 course (Minimum DD) and second years courses must be completed.** Students satisfactory in MECE 399 summer practice course may enroll **MECE 499 Summer Practice II** course.
7. Students to make summer practice, must look for a firm to fulfill their summer practice starting a search at the end of Fall Semester (almost 6 months before summer practice period) and get an approval from the Summer Practice Coordinator for the same firm.
8. Students must bring Summer Practice Acceptance Letter from the firm they will make their Summer Practice. (See Documents necessary for Summer Practice) In case requested by the firm, a letter indicating that summer practice is compulsory for the student, is given by the Summer Practice Coordinator.
9. **DOCUMENTS NECESSARY FOR SUMMER PRACTICE: Documents necessary for summer practice is posted on Web Site of MECE 399/499 courses. These documents are necessary for insuring students against accidents** Students must deliver these documents to the summer practice coordinator **10 work days before starting day of the summer practice period**, since it is not possible to fulfill summer practice without being insured.
10. Student must also fill in Registration Form and bring it together with the above documents.
11. Students who have fulfilled their summer practice must bring their summer practice report before ADD/DROP date of the following semester and must enroll to the concerned summer practice course at the same semester. **Summer Practice reports must be signed and stamped by the firm and delivered to the summer practice coordinator as a printed copy and in CD/e-mail (Softcopy).**
12. **FORMAT OF SUMMER PRACTICE REPORTS:** Summer practice reports must have a cover page and must be written with principles indicated in the document **MECE 399/499 Summer Practice Guide II**. The spelling must be checked.

Students who have completed the documents for summer practice will receive “Performance Form” in an enclosed envelope. This sealed envelope together with the insurance form (prepared by Human Resources Dept.) will be delivered the company of summer practice. At the end of summer practice period this form will be filled by the company and sent in a sealed envelope to the following address:“Atılım Üniversitesi, Mekatronik Mühendisliği Bölümü, Staj Koordinatörlüğü, Kızılcaşar Mahallesi, 06836 İncek Gölbaşı, Ankara”. This sealed envelope may also be delivered by the student to the Summer Practice Coordinator of the Department. In the case this document has not been reached to the department or an unsatisfactory grade has been given by the supervisor of the internee, students must repeat their summer practice.

Enclosures:

Engineering Faculty Summer Practice Instructions
Summer Practice Guide II (MECE 399) (MECE 499)
Evaluation Form (MECE 399) (MECE 499)
Student Information Form
Documents necessary for Summer Practice
Registration Form
Performance Report