General Rules for Summer Training

NOTES

1. To be eligible for summer training the student must have completed the 5th academic term or above. Those students taking one or more courses in the summer school are not allowed to do summer training.
2. "Online" or "remote" summer training is not allowed.
3. The duration of the summer training is 40 days. You can do it as 40 continuous working days, all of which should be in the same establishment or in two parts of 20 working days each (20+20) in the same or different establishments.
4. When the student completes the summer training, he/she should write a report, detailing his/her experiences and work done during the summer training. The format provided for the report by the department should be followed closely and each part filled in meticulously. The report should include original experience gained by the student at the site/office rather than theoretical knowledge obtained from books or lecture notes. Evidence for the work done such as photographs, screen shots, codes, results specifications, etc. should be in the report. If no report is provided by the student, a grade of "U" will be automatically given.
5. The report will be evaluated by a "Summer Training Evaluator" assigned to the student. The evaluator will provide the student with appropriate feedback if improvements are needed in the format or contents of the report in order to make the report satisfactory. The student has the responsibility to make all changes asked by the evaluator. The student may be called in by the evaluator for an interview as well if clarifications are needed regarding the work done. If the work done during the summer training is totally unsatisfactory, or if the student fails to implement the changes asked by the evaluator, or if the log book contents and what is in the report are not compatible, the student will be given a "U" grade and will need to repeat the summer training; otherwise the student will be given an "S" grade.

6. Timetable for the semester following the 40 days summer training (exact dates will be announced)
   - Register to the Summer Training Course (CMPE/CMSE/AING/BLGM 400) during the course registration period of the semester following the summer training (Fall or Spring). Special case: if you are doing your summer training AFTER you have finished all your courses, then you should register to CMPE/CMSE/AING/BLGM 400 during your final semester during which you are taking courses.
   - Submit the report and the logbook to your summer training coordinator not later than the end of the 2nd week of the semester.
   - During the 3rd week of the semester, the Department will announce the name of the evaluator assigned to you.
   - Results of the report evaluation process will be announced during the 5th week of the semester. If there are any modifications required, you should contact the evaluator assigned to you as soon as possible, implement the changes required and re-submit the report to the evaluator.
   - Final results will be announced during 7th week of the semester.
7. These procedures must be followed and deadlines respected in order for the student to get a passing grade (S) for the summer training. Otherwise, the summer training will have to be repeated.