START
(Have a look at Summer Practice web page,
(http://users.metu.edu.tr/nccmesp))

Apply to
Summer Practice Coordinator
(Office No: R-217),
Attend to seminars

Apply to companies
for utilizing an available quota.
(Letter of Application (Form A) be taken from the Summer Practice Coordinator)

Ask if the company accepts to use SPMS,
Login to Summer Practice Management environment (SPMS) from METU NCC Intranet
http://intranet.ncc.metu.edu.tr/
Fill in “Student Information Form (Form C)” accordingly and then submit it in SPMS minimum 2 weeks ago before starting to the practice. Upload your photograph
(If company rejects to use SPMS then take a Letter of Acceptance (Form B) from the company and bring it to the Summer Practice Coordinator for taking the approval)

If Summer Practice Coordinator approved the application?

YES

NO
Take the insurance policy from the Students Affairs (It is going to be sent by Student Affair staff via e-mail to your address)

Paste your photograph on to the Inspector Form. If the company rejected using SPMS take the print-out of the Grading Form, and submit it to the staff of the company who will supervise and grade your training.

Take the print-out of the Inspector Form and keep it during the training, if inspector visit the company he/she will ask the form to fill in.

Perform the Summer Practice in accordance with the requirements described in the Guideline (see web page http://metu.edu.tr/~nccmesp)

When you complete your training don not forget to take the signature of the supervisor and the company seal on the “Work Summary” sheet.

Remind the supervisor to fill in the Grading (Confidential) Form. If the company accepted to use SPMS, the supervisor shall fill in the grading form in SPMS environment

Prepare the Summer Practice Report and login to SPMS environment and upload it, latest by the last day of adds & drops period