(Senate Resolution dated 25.02.1998, no. 02)

# ATILIM UNIVERSITY VOCATIONAL SCHOOL DIRECTIVE ON INTERNSHIPS

**Purpose**

**General Provisions**

1. **Scope**

**ARTICLE 1 -** (1) This Directive covers the main rules, principles, purposes and methods to plan, execute and evaluate internships to be performed by Atılım University Vocational School students.

# Purpose

**ARTICLE 2** - (2) The main purpose of this Directive is to ensure effectiveness and unity in internships and internship evaluations.

# Internship Subject

**ARTICLE 3** - (1) The internship is a study that aims to strengthen and guide students, as well as develop the habit of decision making in students, through the application of the skills acquired through education and learning, and one that requires active participation.

# Workplace

**ARTICLE 4** - (1) Internships may be performed at workplaces that operate directly in the fields, or in the relevant fields, of the programs in effect under the Departments, as well as those at scales that allow for students to apply and solidify their acquired information and skills under such programs.

# Internship Period

**ARTICLE 5** - (1) a) Students are required to work as interns for at least 30 working days the working period on each of which should be 8 hours, during the summer break between semesters 2 and 3. Students may extend their internship period upon their request.

b) **(Amendment: Senate Resolution dated 19.06.2009 no. 6)** Distance Education students are required to intern for 30 working days, with 8 working hours on each, between semesters 2 and 4. Students who may document their employment relevant to their field for at least 1 year may be exempted from internship studies.

# Internship Planning and Workplace Approval

**ARTICLE 6** - (1) a) Students required to be interns are to apply to the Directorate with a letter and the document(s) granting the approval by their desired workplaces in response to their internship request.

Internship applications to the Directorate are reviewed by a commission of three faculty members deemed appropriate by the Directorate during the period for final exams at the end of each academic year. Internship applications for places that suit the criteria presented in the relevant Directive article are approved. Approved workplaces are then announced by the directorate.

1. **(Amendment: Senate Resolution dated 19.06.2009 no. 6)** Distance Education students shall apply to the Directorate with the document from the workplace of their request approving their internship request within the first week of Semester 4 the latest, as well as the documentation relevant to their insurance along with their letter by 20 (twenty) days until the start of their internship, in person. Internship applications to the Directorate are reviewed by internship commissions established for each program and consisting of three faculty members deemed appropriate by the Directorate. Internship applications for places that suit the criteria presented in the relevant Directive article are approved. Approved workplaces are then announced by the directorate.

# Internship Principles

**ARTICLE 7** - (1) Internship studies are recorded daily on the internship file, to be approved by the workplace official.

**ARTICLE 8** - (1) Students prepare a report to show their studies and observations. While preparing internship reports, students are required to follow the rules on report preparation. The Board of Executives may determine the items to include in the report.

**ARTICLE 9** - (1) Internship files should be kept clean, avoiding any torn or stuck pages.

**ARTICLE 10** - (1) All samples, documents, catalogs etc. from the workplace should be attached to and delivered with the internship file.

**ARTICLE 11** - (1) Information on the workplace shall be kept confidential when without the permission of workplace officials.

# Issues to Consider during Internship Studies

**ARTICLE 12** - (1) The rules below should be followed during the internship period.

* 1. Studies are conducted in person and at the workplace. The rules and work order at the workplace should be followed.
  2. Workplace rules on working hours should be followed.
  3. It should be remembered that as interns, students are there to learn, not audit. Students should refrain from any criticism, comments or suggestions.
  4. Dress code should be followed carefully.
  5. Positive relationships should be kept with all workplace personnel and initially, managers.
  6. Officials should not be coerced for extra information, other than the information already shared at the workplace.

It should be remembered that each workplace has a certain level of confidentiality within the framework of their own policy, and no information should be gathered on issues that are strictly confidential, or that should remain undisclosed.

# Internship Evaluation and Delivery of Internship Files

**ARTICLE 13** - (1) a) Internship students deliver their internship files to the Directorate within the first week of Semester 3 the latest.

1. **(Amendment: Senate Decision dated 19.06.2009 no. 06)** Distance Education students deliver their internship file to the Directorate in a closed envelope that bears the seal of the workplace, within two weeks following the internship, the latest.

# Situations to Cause Internship Rejections

**ARTICLE 14** - (1) Internship file evaluations of the internship commission established by the directorate conclude in a rejection in the following cases:

* 1. The understanding that the workplace does not fit the criteria,
  2. Minimum internship duration unmet,
  3. Missing internship documentation,
  4. Late deliveries of internship files.

# Determining a Faculty Member for Internships

**ARTICLE 15** - (1) The Board of Executives determines the instructors to conduct the internship evaluation course and groups internship students.

# Conducting the Internship Evaluation Course

**ARTICLE 16** - (1) Internship studies are presented before the students of a group during the course in line with the planning by the relevant instructor.

**ARTICLE 17** - (1) The internship instructor pays attention to whether the report was prepared in accordance with the preparation rules with respect to content, as well as student presentation and their answers to questions during the evaluation.

**ARTICLE 18 -** (1) The internship evaluation constitutes the midterm grade, while reports, presentation and participation in other presentations determines the final grade.

# Various Provisions

# Effective Date

**ARTICLE 19 –** (1) This Directive shall take effect upon its approval by the University Senate.

# Execution

**ARTICLE 20** - (1) This Directive is executed by the Director of the Vocational School.

# Form No: 1 (To be completed by the Public Institution or Chamber)

Issued by :

Name of Public Institution/ Chamber :

Address :

Telephone No :

Fax :

E-mail :

Internship Official’s

Full Name & Title :

|  |  |  |  |
| --- | --- | --- | --- |
| Internship Field (Program Name) | Number of Students | Name of Workplace | Workplace Address-Telephone-Fax - E-mail address |
|  |  |  |  |

Full Name :

Signature :

# Form No: 2 (to be completed by the Vocational School)

Completed by :

Name of Vocational School :

Address :

Telephone No :

Fax :

E-mail :

Internship Official’s

Full Name & Title :

|  |  |
| --- | --- |
| Internship Field (Program Name) | Number of Students |
|  |  |

Full Name :

Signature :

# Form No: 3 (to be completed by the University)

Completed by :

Name of University :

Address :

Telephone No :

Fax :

E-mail :

Internship Official’s

Full Name & Title :

………………………….. University

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vocational Schools (VS)  Internship Fields (Program Name): | ………….. VS CITY: | ………….. VS CITY: | ………….. VS CITY: | Total |
|  |  |  |  |  |
| TOTAL |  |  |  |  |

Full Name :

Signature :

# Form No: 4 (to be completed by the Higher Education Internship and Education Implementation Board)

Presidency of ................ University

............ VS Directorate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Internship (Program Name) | Demanded Quota | Available Quota | Workplace Address-Telephone-Fax - E-mail address and Official | Internship Starting and Ending Dates |
|  |  |  |  |  |
|  |  |  |  |  |

* + - A separate form shall be prepared for each VS.

Full Name :

Signature :

# Form No: 5 (to be completed by the Auditing Instructor)

Auditing Instructor’s Full Name :

Full name of Student :

Workplace :

Full Name of Internship Supervisor :

Department Employed :

Student’s Job :

Type of Work (Individual - Group) :

# Evaluation Chart

|  |  |
| --- | --- |
| Features | Evaluation |
| Interest in the Job |  |
| Job Description |  |
| Skills with Tools and Equipment |  |
| Perception |  |
| Sense of Responsibility |  |
| Working Speed |  |
| Skill in Using Appropriate and Sufficient Material |  |
| Time Management |  |
| Problem Solving |  |
| Communication |  |
| Following the Rules |  |
| General Evaluation |  |

Signature:

\* Please code the Evaluation field as Very Good (A), Good (B), Mediocre (C), Lacking (D), Negative (E).

# Form No: 6 (to be completed by the internship workplace)

Completed by :

Name of Public Institution/ Chamber :

Address :

Telephone No :

Fax :

E-mail :

Internship Official’s

Full Name & Title :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| VSs  Internship Info | ………VS | ………VS | ………VS | ………VS | ………VS |
| Internship Quota |  |  |  |  |  |
| Internship Completed by |  |  |  |  |  |
| Internship No-Shows (\*) |  |  |  |  |  |
| Internship No-Shows with Valid Excuses (\*) |  |  |  |  |  |
| Internship Quitters (\*) |  |  |  |  |  |
| Internship Quitters due to Illnesses |  |  |  |  |  |
| Internship Terminators due to Lack of Discipline (\*) |  |  |  |  |  |
| Accident Survivors (\*) |  |  |  |  |  |
| Injuries due to Accidents |  |  |  |  |  |
| Deaths due to Accidents |  |  |  |  |  |

(\*) The full names and internship fields of the relevant interns are to be listed separately.

Full Name :

Signature :

# Form No: 7 (to be completed by the internship workplace)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student’s | |  | Workplace | |
| Full Name | : |  | Name | : |
| Internship Field | : |  | Address | : |
| Internship Duration | : |  | Telephone | : |
| Starting – Ending Dates | : |  | Fax | : |
| Coord. Instr.’s | : |  | E-mail | : |
| Full Name | : |  | Instr. Personnel’s | : |
|  |  |  | Full Name | : |

Dear Workplace Official,

Please complete the chart below to determine the know-how and skill levels of the student completing their employment within the scope of their internship and industry-based education program at your workplace, as well as their degree of benefit from the internship studies, in addition to their relationships and behavior.

# Evaluation Chart

|  |  |
| --- | --- |
| Features | Evaluation |
| Interest in the Job |  |
| Job Description |  |
| Skills with Tools and Equipment |  |
| Perception |  |
| Sense of Responsibility |  |
| Working Speed |  |
| Skill in Using Appropriate and Sufficient Material |  |
| Time Management |  |
| Problem Solving |  |
| Communication |  |
| Following the Rules |  |
| General Evaluation |  |

Full Name :

Signature :

\* Please code the Evaluation field as Very Good (A), Good (B), Mediocre (C), Lacking (D), Negative (E).