(Senate Resolution dated 01.06.2011, no. 04)

# ATILIM UNIVERSITY

**SCHOOL OF FINE ARTS, DESIGN AND ARCHITECTURE**

**DIRECTIVE ON INTERNSHIP**

**SECTION ONE**

**Purpose-Scope-Basis**

**Purpose**

**Article 1:** This Directive aims to have students of the School of fine Arts, Design and Architecture apply their know-hows and skills gained through education and learning in their professional fields, and develop the habits of guidance and decision-making.

# Scope

**Article 2:** This Directive covers the basic rules, principles, goals and methods in planning, executing and evaluating the internship activities by students of Atılım University School of Fine Arts, Design and Architecture, at their workplace.

# Basis

**Article 3:** Article 14 of the Law on Higher Education no. 2547 constitutes the basis for this Directive.

# SECTION TWO

**Place - Duration -Planning of Internship**

**Place of Internship**

**Article 4:** Internship activities are performed at public or private operations deemed suitable by the Department Internship Commission, as projected in Article 5. It is possible to perform an internship abroad with the permission by the Internship Commission.

# Duration of Internship:

**Article 5:** Students are obliged to perform their internship activities in line with the subjects and the durations mentioned on Table 1, depending on the departments where they are registered.

Table 1: Internship Subjects and Durations (workdays)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Internship 1**  (End of Semester 2) | | **Internship 2**  (End of Semester 4) | | **Internship 3**  (End of Semester 6) | |
|  | Ref. | Days | Ref. | Days | Ref. | Days |
| Interior Architecture and Environmental Design | Work site | 20 | Atelier-Workshop | 20 | Office | 20 |
| Graphic Design | - | - | Production | 20 | Design | 20 |
| Fashion and Textile Design | Workshop (Internal) | 10 | Factory | 20 | Design - studio | 20 |
| Industrial Design | Computer (Internal) | 20 | Production | 20 | Office | 20 |
| Architecture | Topography | 15 | Work site | 20 | Office | 20 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | (Internal) |  |  |  |  |  |

Failing other courses does not deem students ineligible for internship. The Internship commission has the power to determine to schedule internships in months other than those of summer and to set relevant conditions in extraordinary cases.

# Internship Planning

**Article 6:** For each internship type, an internship commission of three individuals, one of whom is the internship official, is appointed until two weeks before courses end in the second semester of each academic year at every department. Internship officials are responsible for the execution of internships in line with the provisions of the directive, as well as entering the student grades determined by the commission at the end of internships into the Atılım Academic System. The commission members perform the pre-internship tasks, audit the internship process and evaluate internship books in a joint study.

# Internship Execution and Delivery of the Internship File

**Article 7:** Students are to follow the disciplinary regulations and the rules of their workplace throughout their internship. The workplace shall be held accountable for the work safety of the admitted interns. The members of the internship commission or the faculty members determined by the department chairman may audit students at their workplace.

# Internship admission and entailed procedures

**Article 8:** The documents below must be completed, approved and delivered by students during the process:

1. **Workplace Approval Form:** The form from the Department Secretariat which students complete to have it approved by their workplace, in order to initially apply to the relevant department directorate (APPENDIX - 1). The Workplace Approval Form must be delivered personally to the internship commission by the last day of the final exams at the end of the Spring Semester before the year of summer internship as announced on the academic calendar, the latest.
2. **Internship Information Form:** The form completed by the internship commission and delivered to the Staff Financial Affairs Unit along with students’ other relevant documents.
3. **Insurance Document and Document of Engagement:** The forms from the Staff Financial Affairs Unit that students deliver to their workplace to start their internship.
4. **Internship File:** The file defined on the department web page in terms of format and content in which students are to record all work, tasks and responsibilities undertaken during the internship, indicating their date and time; along with the relevant documents to add. Internship files are prepared on a computer, to be delivered in two copies in total as a printed file and a CD to the internship commission within the registration dates mentioned on the academic calendar at the start of the Fall Semester following the semester of internship. An internship is deemed incomplete in the event that a student fails to deliver their internship period by the due date.
5. **Workplace Internship Evaluation Form:** The form completed and approved by the workplace internship supervisor in secrecy and handed to students in a sealed envelope to be delivered to the Internship Commission, along with their internship file (APPENDIX-2).

# Internship evaluation

**Article 9:** Internships are finalized with a joint evaluation study in 30 days following the start of the Fall Semester by the Internship Commission of the Department. The evaluation is done as Successful (S) or Unsuccessful (U). The internship commission may request changes to the internship file. Unaccepted internships shall be repeated.

# SECTION THREE

**Effective Date and Execution**

**Repealed directive**

**Article 10:** The School of Fine Arts, Design and Architecture Directive on Internship accepted at the Senate Meeting dated 27.01.2009 no.01 has been repealed. Students having completed their third semester or further semesters of their undergraduate program on the date this Directive is accepted by the University Senate perform their internship activities in line with the provisions and practices of the previous directive.

# Effective Date

**Article 11:** This Directive enters into effect upon its acceptance by the University Senate.

# Execution

**Article 12:** This Directive is executed by the President of Atılım University.