(Senate Resolution dated 07.07.2015 no. 07)

# ATILIM UNIVERSITY SCHOOL OF BUSINESS DIRECTIVE ON INTERNSHIPS

**Purpose**

**Article 1** - This Directive aims to regulate the mandatory internship procedure of undergraduate program students at the School of Business at Atılım University.

# Scope

**Article 2** - This Directive covers the principles and procedures regarding the planning, the execution and the evaluation of mandatory internships to be performed at institutions or organizations in Turkey and abroad by the students of Atılım University School of Business.

# Basis

**Article 3** - This Directive is prepared on the basis of Article 10 of Atılım University Regulations on Student Registration and Admission, Education, Learning and Examination at the levels of Associate Degree and Graduate Degree, dated June 20th 2012 no. 28329, and Social Security Law dated October 1st 2008 no. 5510.

# Definitions

**Article 4** - The definitions for this Directive are:

1. **University:** Atılım University
2. **School:** School of Business
3. **President:** The President of Atılım University
4. **Dean:** The Dean of Atılım University School of Business
5. **SSI:** Social Security Institution
6. **Department:** Each Department under Atılım University School of Business having resolved for mandatory internships
7. **Department Internship Commission:** The commission responsible for internship affairs/ operations at relevant departments of Atılım University School of Business
8. **Department Internship Coordinator:** Director of the Department Internship Commission
9. **Internship:** The applied studies to be performed by the students of Atılım University School of Business at institutions and organizations relevant to their disciplines with the aim to solidify their professional skills by putting the information gained during their undergraduate studies into practice.
10. **Intern Student:** Students the applied studies for whom are deemed mandatory as part of their education shall be named intern students throughout their internship period.
11. **Workplace:** The workplaces of domestic and international institutions or organizations where students of Atılım University School of Business may be employed as interns.
12. **Internship Period:** The summer periods where professional internships take place.
13. **Special Conditions:** The conditions of Article 16.

# The Department Internship Commission/ Coordinator, and Their Duties

**Article 5** - An Internship Commission is established to regulate and execute internship operations at each department. With all members appointed by the Directorate of the Department, the commission consists of at least two faculty members/ instructors, one of whom is the coordinator. Where needed, a research assistant may support the commission operations.

The duties of the Department Internship Commission are as follows:

* 1. The commission prepares an internship guide that fits the needs of their department, on the condition not to contradict this Directive, to be made available to students online via the department website.

The guide includes:

1. The definition, the aim and the duration of the internship; and if any, preliminary conditions and other relevant issues.
2. The criteria and necessities for an appropriate workplace for internships
3. Rules on content, format and style for internship reports
4. Department criteria to evaluate internships and internship reports
5. The necessary internship documents and samples required to be provided and completed by intern students are mentioned in detail.
	1. The commission also executes correspondences, as well as preparing an updating a database for public and private sector workplaces where internship has previously been possible. It assigns the internship opportunities to students, prioritizing students with respect to their academic success and time until graduation, and through sweepstakes. It assesses and confirms whether the workplaces found by students are appropriate; if any, whether the preliminary conditions are met; and whether the dates to start and end the internship match those predetermined by the department.
	2. The commission prepares student internship files, keeps them until the end of the evaluation period and delivers it to the department secretariat to be kept in the archives of the relevant department directorate.
	3. It keeps a copy of the documents provided by students in two copies for the **“Work Accident and Occupational Disease Insurance”** required to be done by the University within the framework of SSI Law no. 5510 in internship files, delivering the secondary original copies to the Dean’s Office at least 10 (ten) days before the internship is to start, to be submitted to the University Directorate of Personnel Affairs.
	4. The commission executes the operations of performing, auditing and evaluating internships in line with Articles 12 and 14.
	5. It also performs the duties necessitated by the “Continuous Improvement Practice” in line with Article 7.

# Continuous Improvement Practice

**Article 7** - A process for continuous improvement is implemented at department level in order to maximize student benefit from internships, minimize problems and execute operations in a more beneficial manner. The shareholders of such implementation are intern students, the administrative departments named under internship execution, workplace officials and internship commissions. In this regard, internship commissions prepare a report on the challenges in internship execution, and their recommended remedial actions in the semester of fall, to present to the Dean’s Office. The remedial actions deemed appropriate is added to the School Board agenda by the Dean.

# Internship Semesters and Periods

**Article 8** - Students of departments resolving for mandatory internship procedures must successfully complete the internship(s) in line with this Directive and the provisions of internship implementation procedures of the relevant department, to be eligible to graduate. Students of the School of Business who meet the necessary conditions - if any - for the mandatory internship procedure to constitute the basic internship for undergraduate programs are to undertake their mandatory internship at the end of, or during their fourth (4th), sixth (6th) and 8th year, between the dates deemed appropriate by their department.

 Students to graduate in the following year who are unable to perform internship studies due to force majeure such as family issues, or diseases, may perform so in the summer semester that follows, once deemed appropriate by the internship commission of the relevant department.

Since in normal cases five working days are considered to constitute a week, a student may only work for five working days at most, per week. However, when the institution accepts the responsibility, this may be increased to six days. Since the fields and hours of application for the department of Tourism and Hotel Administration may vary, the duration for internship studies by the students of the department may also vary as deemed appropriate by the Directorate of the Department.

Students may not work night shifts as interns. At institutions where daily working hours exceed eight hours, internships are deemed over eight hours. Since the fields and hours of application for the department of Tourism and Hotel Administration may vary, the concept of working days for internship studies from this department is to be assessed within the framework of the working days accepted by the Department of Tourism and Hotel Administration.

Internships that last shorter than the predetermined period are deemed failed. Students within the scope of double major programs are to undertake internship studies for their second major as well, if any. In the event where both of these majors deem doing so appropriate, a student may have both majors recognize their internship studies. The internship studies by transfer students performed when they were registered at their previous university may be accepted upon the approval of the department internship commission. In the event where departments resolve for the implementation of mandatory internships, Departments ensure that internships are performed within the semesters and periods determined with this Directive.

# Workplaces and Finding a Workplace

**Article 9** - Mandatory internship studies that apply for all departments may be performed at the University or an institution deemed appropriate by the internship commission of the relevant department. Two different internship studies may not be conducted during an academic semester. Special cases require the Dean’s approval. Internship studies may not be performed more than once at a single workplace. Special cases require the Dean’s approval.

Professional internships can be done at domestic or international institutions deemed appropriate by the internship commission of the relevant department. Students shall be held fully accountable in the duty and the responsibility of finding a workplace for their internship. In addition, departments may contribute in providing workplaces that offer the required conditions. The confirmation by the department internship commission finalizes the suitability of the workplace. Studies conducted at workplaces deemed unfit by the department internship commission do not count towards the completion of internship studies, and are not evaluated.

Intern students may not do professional internships more than once at a single institution. Intern students may not change their workplace without the information of and approval by the department internship commission. Students may continue their internship studies at different institutions in the event of strikes, lockouts, force majeure such as maintenance and repairs, as well as natural causes such as earthquakes, fire or flood causing interruptions in the internship studies.

# Preparation, Tracking and Delivery of Internship Documents

**Article 10** - Students are obliged to prepare, track the progress of and deliver to relevant authorities the documents mentioned in the department internship guide throughout their internship period. Students who are to intern abroad are responsible to organize their internship files in line with the demands of the receiving institution or organization.

# Mandatory Insurance

**Article 11** - Intern students are obliged to get insurance policies for occupational accidents and professional diseases for the period of their internship in line with the SSI Law dated October 1st 2008 no. 5510. Documents required for internship procedures are added to the department internship guide by the Department Internship commission. The insurance premiums of the mandatory insurance are covered by the University. However, when the internship duration exceeds the compulsory internship period predetermined by the department, the intern student is subject to regular insurance policies similar to other employees. In the event where the period of the internship program projected by the institution exceeds that predetermined by the department, students may extend their duration for internship with a letter from the institution. However, the University does not cover the insurance premiums for the extending period.

# Delivery and Evaluation of Internship Reports

**Article 12** - At the end of the internship studies, the internship official completes and confirms the Evaluation Form and delivers it to the directorate of the relevant department by the last working day of the week following the Course Add/ Drop date in the semester that follows the internship, personally or by mail, in a sealed envelope.

Students prepare an Internship Report in line with the principles determined by their department, covering their studies throughout the internship period. The report should be in Turkish. The internship report is delivered to the relevant department internship coordinator or the relevant department secretariat within 15 days after the internship. The relevant department internship commission shall decide whether to consider late deliveries eligible for evaluation. Successful internship reports are graded in line with the principles determined by the Department, and the grades are logged into the academic system.

# Disciplinary Affairs of Intern Students

**Article 13** - Intern students are obliged to follow the rules on work order, discipline and occupational safety determined by the workplaces where they are employed as interns. The

provisions of Higher Education Institutions Regulation on Student Discipline, as well as those of Atılım University Regulations on Student Discipline apply also during internships.

# Situations not Included in the Directive

**Article 14 -** The relevant committees are responsible regarding situations not included in the directive, provided that no contradictions are the case with respect to Article 10 of Atılım University Regulations on Student Registration and Admission, Education, Learning and Examination at the levels of Associate Degree and Graduate Degree, dated June 20th 2012 no. 28329, and Social Security Law dated October 1st 2008 no. 5510.

# Effective Date

**Article 15 -** This Directive shall take effect after its approval by the Atılım University Senate.

# Execution

**Article 16 -** This Directive is executed by the President of Atılım University.