

**T.C.
İSTANBUL GELİŞİM UNIVERSITY**

20.../20... ACADEMIC YEAR

Student Internship File

STUDENT'S;

NAME - SURNAME :

NUMBER :

FAKULTY /V.S :

DEPARTMENT / PROGRAM :

YEAR :

**This part is filled by
the student.**

INSTITUTION'S;

NAME :

ADDRESS :

CONTACT INFORMATION :

THE IMPORTANT POINTS OF INTERNSHIP

- 1- Student has to fill the book using blue pen.
- 2- The student is responsible of everything that written in the book.
- 3- To Complete Internship Book
 - a-) First of all;
 - Institution's name
 - Establish date
 - Number of employee
 - Its capacity
 - Its working area,
Should be determined
 - b-) Student should write things that he/she does daily.
 - c-) Student should write things that he/she learn daily.
- 4- Student should fill the internship book daily and take approval from institution's manager.
- 5- Student has to deliver internship registration voucher and internship book within one month after completing internship. The documents that are not delivered within one month after internship are not accepted and considered as failed.

İSTANBUL GELİŞİM ÜNİVERSİTESİ

STUDENT INTERNSHIP VOUCHER

Check mark for Construction Internship

Check mark for Office Internship

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1. This part is filled by student

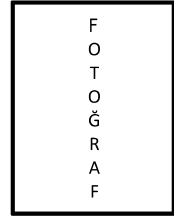
Student's	Name- Surname		T.C/Y.U. ID. No	
	Faculty/VS		Department/Program	
	Student No		Internship Duration Work Day
			1.Group <input type="checkbox"/>	2. Group <input type="checkbox"/>

2. This part is filled by institution(*)

Student's	Internship Start Date	.../.../20...	EVALUATION					
	Internship End Date	.../.../20...	Continuity	A	B	C	D	E
	Number of Days Worked Work Day	Diligence					
	Number of Days Absenteeism Work Day	Corporate Behavior					
			Total Mark					
A-Perfect; B-Good; C-Normal; D-Pass; E-Fail								
Institution Name								
Address								
Approving The Document	Name-Surname		Company seal is compulsory in this part. Approval Stamp Manager of Department					
	Position							
	Date							
	Signature							

3. This part is filled by internship commission

		CONSEQUENCE				
The Evaluation of The Institution	Total Marked of Internship	A	B	C	D	E
	Arrangement of The Internship Book					
The Evaluation of The Internship Commission	Examine of Subject					
	Report					
A-Perfect; B-Good; C-Normal; D-Pass; E-Fail						
Members of Commission		Signature	INTERNSHIP COMMISSION DECISION Work days completed. .../.../20... Approval			
Name Surname						
Name Surname						
Name Surname						



1. This part is filled by student

Student's	Name- Surname		T.C/Y.U. ID. No	
	Faculty/VS		Department/Program	
	Student No		Internship Duration Work Day
			1.Group <input type="checkbox"/>	2. Group <input type="checkbox"/>

2. This part is filled by institution (*)

Student's	Internship Start Date	.../.../20...	EVALUATION	A	B	C	D	E
	Internship End Date	.../.../20...		Continuity				
	Number of Days Worked Work Day	Diligence					
	Number of Days Absenteeism Work Day	Corporate Behavior					
			Total Mark					
A-Perfect; B-Good; C-Normal; D-Pass; E-Fail								
Institution Name								
Address								
Approving The Document	Name-Surname		Company seal is compulsory in this part Approval / Stamp					
	Position							
	Date							
	Signature							

3. This part is filled by internship commission

		CONSEQUENCE	B	C	D	E
The Evaluation of The Institution	Total Marked of Internship					
	Arrangement of The Internship Book					
The Evaluation of The Internship Commission	Examine of Subject					
A-Perfect; B-Good; C-Normal; D-Pass; E-Fail						

Members of Commission		Signature	INTERNSHIP COMMISSION DECISION Work days completed. .../.../20... Approval
Name Surname			
Name Surname			
Name Surname			

Date : The date section will be filled regularly on each page.
 Topic of Internship : The Topic of Internship should be added for each day. E.g: Deck Control, Foundation Concrete Pouring, Column Reinforcement Control etc.)

Matters to be Considered While Filling the Internship Book

- Photo - Drawing must be attached.
- Written articles should not be too short.
- Technical details should be written.
- Pay attention to the page layout. In notebooks created on the computer, the writings should be justified on both sides.
- Each page must have the date and the Topic of the Internship.

In construction site internships, the manufacturing process and processes of structural systems will be explained and shown with photographs. In this context columns, beams, slabs, shear walls, and foundations should be explained in detail by taking photos. Photographs of the reinforcements (before concrete pouring) must be included in the internship book. You should check the reinforcements on the existing elements before the production (before concrete casting) (learn to read the reinforcement sheets) You can add fine productions (wall, door, cladding, etc.) to the internship book, but the duration of these fine fabrications should not exceed 5 days in the internship book.

In office internships, you are required to design structures such as a building, highway, bridge, viaduct, factory production. In these projects, you are required to learn the quantity and progress payment calculations and simply learn how to use one of the Engineering programs (Sap2000, Idecad, Sta4cad, Probrina, Xsteel etc.) that design any carrier system. In this context, you are requested to draw the structural systems in the program, to enter the reinforcements on the basis of elements (for example, columns), the necessary earthquake loads, the selection and assignment of the fixed and live loads to the program, and finally the analysis of the structure. As a result of this scope, it is recommended to show the moment, normal, and shear forces of the elements that have the most difficulty in the structural system by the program and put them in the internship book. Please do not fill the internship book with the AutoCAD program. With the AutoCAD program, you can put the 3-4-day process in your internship notebook. Never take photos with a mobile phone while taking photos from programs. You can put the photos in the paint program with fn and insert (print screen) from the computer and print them out and put them in your internship notebook.

AUTHORIZED PERSON

NAME- SURNAME	POSITION-TITLE	SIGNATURE-STAMP
	Civil Engineer	There will be a Civil Engineer's signature and/or stamp of institution.

ATTENDANCE TABLE OF INTERNSHIP STUDENT

STUDENT'S	
NAME-SURNAME	:
NUMBER	:
FACULTY/VS	:
DEPARTMENT/PROGRAM	:
YEAR	:

The " Attendance Table of Internship Student" will be filled in completely by the student themself.

Day	Internship Date	Day	Internship Date	Day	Internship Date
1/...../20.....	21/...../20.....	41/...../20.....
2/...../20.....	22/...../20.....	42/...../20.....
3/...../20.....	23/...../20.....	43/...../20.....
4/...../20.....	24/...../20.....	44/...../20.....
5/...../20.....	25/...../20.....	45/...../20.....
6/...../20.....	26/...../20.....	46/...../20.....
7/...../20.....	27/...../20.....	47/...../20.....
8/...../20.....	28/...../20.....	48/...../20.....
9/...../20.....	29/...../20.....	49/...../20.....
10/...../20.....	30/...../20.....	50/...../20.....
11/...../20.....	31/...../20.....	51/...../20.....
12/...../20.....	32/...../20.....	52/...../20.....
13/...../20.....	33/...../20.....	53/...../20.....
14/...../20.....	34/...../20.....	54/...../20.....
15/...../20.....	35/...../20.....	55/...../20.....
16/...../20.....	36/...../20.....	56/...../20.....
17/...../20.....	37/...../20.....	57/...../20.....
18/...../20.....	38/...../20.....	58/...../20.....
19/...../20.....	39/...../20.....	59/...../20.....
20/...../20.....	40/...../20.....	60/...../20.....

The student that is mention above has completed.Work days internship between...../...../20..... and .../...../20.....

There must be
COMPANY stamp
and/or Seal in this part.

Institution's Supervisor
(Signature-Stamp)

ATTENDANCE TABLE OF INTERNSHIP STUDENT

STUDENT'S

NAME-SURNAME

NUMBER

FACULTY/VS

DEPARTMENT/PROGRAM

YEAR

The " Attendance Table of Internship Student" will be filled in completely by the student themself.

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10/...../20.....	30/...../20.....	50/...../20.....
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13/...../20.....	33/...../20.....	53/...../20.....
14/...../20.....	34/...../20.....	54/...../20.....
15/...../20.....	35/...../20.....	55/...../20.....
16/...../20.....	36/...../20.....	56/...../20.....
17/...../20.....	37/...../20.....	57/...../20.....
18/...../20.....	38/...../20.....	58/...../20.....
19/...../20.....	39/...../20.....	59/...../20.....
20/...../20.....	40/...../20.....	60/...../20.....

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Institution's Supervisor
(Signature-Stamp)

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