T.R.

ISTANBUL GELISIM UNIVERSITY

20.../20… Academic Year

Student Internship File

STUDENT'S

NAME-SURNAME: ......................................................

SCHOOL NUMBER : ..............

FACULTY / VOCATIONAL SCHOOL: ......................................................

DEPARTMENT / PROGRAM: ......................................................

GRADE: ......................................................

EMPLOYER'S;

NAME: ......................................................

ADDRESS: ......................................................

CONTACT INFORMATION :..................................................

ASPECTS TO CONSIDER IN THE PREPARATION OF THE INTERNSHIP FILE

1. The student should use the Turkish word while filling out the Internship Record Book.
2. The student is responsible for what s/he writes.
3. Preparation of Student Internship File ( Working Report )

a-) Firstly;

* + Name of the workplace
	+ Date of establishment
	+ Number of employees
	+ Its capacity
	+ Working area of the workplace

b-) The student's work, as well as his or her personal participation in his or her internship, will be documented on a daily basis.

c-) Each day, the student will write down what he or she has learned at work.

1. Student Work Report will be filled in by the student on a daily basis and approved by the Institution official.

ISTANBUL GELISIM UNIVERSITY

INTERNSHIP DIRECTIVE

***(Directive Adoption: Senate Decision dated 21.03.2018 and numbered 2018-6)***

CHAPTER 1

AIM, SCOPE, and BASIS

AIM

ARTICLE **1**- (1) The purpose of this directive is to reinforce the theoretical knowledge and experience of Istanbul Gelisim University students during their education and training; to develop the skills they have acquired in laboratories and workshops, to enable them to recognize their personal responsibilities, business relationships, the production process in the workplace and new technologies.

BASIS

**ARTICLE 2 -** (1) The provisions of Istanbul Gelisim University's Associate and Undergraduate Education and Examination Regulations/Graduate Education and Examination Regulations serve as a foundation.

SCOPE

**ARTICLE 3**– (1) It includes actions and principles linked to education, practices, and internships for students enrolled in Istanbul Gelisim University Associate/Undergraduate/Graduate Education Plans at their domestic and international companies. Professional or field practices related to compulsory or elective courses included in the Curriculum are excluded from this scope.

(2) Fundamental concepts and rules of internship or professional practice can be established individually with the Institute Board's Decision for compulsory or elective courses in the Graduate Programs Curriculum.

(3) Procedures are conducted in line with the provisions of Istanbul Gelisim University Associate and Undergraduate Education and Examination Regulation/Graduate Education and Examination Regulation and University Senate Decisions in subjects not covered by this directive.

CHAPTER TWO

INTERNSHIP COMMITTEE and ITS DUTIES

INTERNSHIP COMMITTEE

**ARTICLE 4**–(1) An internship committee consisting of at least three instructors is established with the proposal of theDepartment/Program Presidency and the decision of the relevant Board of Directors. One of the committee members chairs the committee.

DUTIES OF THE INTERNSHIP COMMITTEE

**ARTICLE 5-** (1) In accordance with the provisions of this directive, informative meetings are held in order to enable students to do their internships.

(2) In the matter of arranging internship opportunities for students, the committee collaborates with the relevant units.

(3) The Internship Committee, in collaboration with the internship coordinator, will monitor and supervise students who are assigned to internships when deemed necessary.

INTERNSHIP COORDINATOR

ARTICLE **6**–(1) Theinternship coordinator is the instructor or faculty member who is assigned to the internship courses that are required in the curriculum, based on the suggestion of the department/program president and the decision of the relevant board of directors.

DUTIES OF THE INTERNSHIP COORDINATOR

ARTICLE **7-** (1) The instructor assigned to be the internship coordinator will receive a copy of the accepted internship application forms from students who will be doing internships during the fall/spring semesters or during the summer and will compile a list of students and preserve it in an internship file.

(2) The coordinator works with the internship committee to place students in internships.

(3) S/he provides directions and internship principles to the students on the internship list.

(4) During the internship term, he/she deals with the issues that the students encounter.

(5) S/he makes sure that the internship record books of students who have finished their internships are filled up according to the directive's guidelines.

(6) S/he submits the internship record books, along with the student list, to the head of the internship commission for signature.

(7) The assessment forms relating to the accepted or rejected internship books are kept in the internship file by the internship coordinator.

(8) Internship record books and evaluation forms that have been approved or rejected by the internship commission are submitted to the Registrar's Office, along with the student lists, for signature by the internship coordinator until the end of the semester following the internship, at which time the student achievement grades are announced.

CHAPTER THREE

INTERNSHIP DURATION and INTERNSHIP PERIODS

INTERNSHIP DURATION and INTERNSHIP PERIODS

ARTICLE **8**– (1) Internships are conducted in Associate Degree programs without being divided into 30 working days in the summer months following the second semester at the earliest; however, with the application of secondary education students and the approval of the head of the relevant department/program, internships can also be conducted in the regular academic semesters following the second semester.

(2) Internships are held in the Faculty of Engineering and Architecture for a total of 60 working days, 30 working days each in the summer months after the fourth semester and the sixth semester at the earliest.

(3) Internships in the Faculty of Fine Arts are held in the Gastronomy and Culinary Arts Department in the summer months following the second semester, as well as in other departments for a total of 60 working days, 30 working days each in the summer months following the fourth semester and the sixth semester at the earliest.

(4) Internships in the School of Health Sciences are completed in the summer months following the fourth semester at the earliest, without being divided into 30 working days.

(5) Except for the Department of Gastronomy, Restoration, and Conservation, internships at the School of Applied Sciences are completed without being divided into 30 working days during the summer months following the fourth semester at the earliest. The internships are divided into two or three equal parts in the Gastronomy Department, with at least 20 working days in the summer months after the second semester and a total of 60 working days. Internships at the Restoration and Conservation Department are split into two, with 20 working days in the summer after the fourth semester and a total of 40 working days.

(6) Internships in undergraduate programs not indicated in this directive are completed in the summer months following the fourth semester at the earliest, without being divided into 30 working days.

(7) Internships can be completed during the academic semesters by normal education students who are not required to attend their classes.

(8) One week is considered as five working days in Internship Programs. In workplaces where Saturday is worked, Saturday is also considered a working day.

(9) Official and religious holidays are not considered as working days.

(10) Summer internships begin the day after the last day of final exams in the spring semester.

(11) The student is responsible for ensuring that students who will take the Integration Exams and take courses in the summer education program complete the courses, pass the exam, and complete the internship. Any excuse of the student does not eliminate these obligations.

(12) Internships are completed continuously for specified periods.

(13) Disease reports for up to five days and absences for up to three days that the workplace internship officer deems suitable will be recognized as excuses.

(14) Students who do not fulfill their internship for at least nine working days, with or without justification, are considered to have never completed it.

(15) It is added to the internship period as much as the period of absenteeism with or without excuse. In this case, additional insurance for the missed days is obtained on the student's request. If the student or internship organization fails to disclose the incident, they bear accountability.

(16) If a student chooses to prolong his or her internship duration, no additional insurance is provided.

(17) Optional internships are not available to students who do not have an internship requirement in their curriculum.

CHAPTER FOUR

DETERMINATION OF INTERNSHIP FACILITIES

**ARTICLE 9**– (1) The student is responsible for finding an internship opportunity. The internship facility selected and recommended by the students is evaluated by the relevant Department/Program Presidency or internship coordinator.

(2) The Department/Program Presidency announces internship spots and student quotas granted by public or private institutions and organizations in Turkey and abroad for Istanbul Gelisim University.

(3) If the necessary units provide their clearance, students can undertake their internships in research centers or units inside the University.

CHAPTER FIVE

INTERNSHIP APPLICATION

INTERNSHIP APPLICATION

ARTICLE **10 –**(1) Students who will apply for an internship must complete three Compulsory Internship Forms and, after receiving approval from the Dean/Director or Vice Dean of the relevant units, the Department Head or his/her deputy, and the Internship Facility Authority, have three forms approved by Registrar's Office at least seven days prior to the internship's start date, and submit one of the approved forms to Registrar's Office, one to the Head of the Program/Department, and one to the institution of the internship. Istanbul Gelisim University handles all insurance procedures for the students whose application forms are authorized for the dates mentioned in the form.

(2) For students who have received internship acceptance from abroad and have documented that they have taken out private health insurance during the internship, as well as students who are allowed to do internship by the relevant board of directors by taking advantage of Erasmus Internship Mobility, the University does not implement an insurance process.

(3) Students who begin an internship submit their internship activities on a daily basis to an internship record book available via the web page, and then deliver it to the internship coordinator once the workplace supervisor has authorized each page of the record book at the end of the internship.

CHAPTER SIX

EVALUATION OF THE INTERNSHIP

**ARTICLE 11**– (1) All documents related to the internship record books given to the Internship Committee are examined and evaluated, and the results are entered into the internship evaluation form.

(2) As a result of the evaluation, the student may request or reject the correction of the internship record book within one month at the latest.

The internship coordinator hands a copy of the evaluation form for rejected and unapproved internship record books to the student by signature.

(4) With a report, the internship coordinator receives appropriate and approved internship record books and evaluation forms.

(5) The internship evaluation committee examines the documents of students who have been granted access to do an internship abroad by the relevant board of directors, and the results are reported to the Dean's Office or Directorate via the internship evaluation form and the relevant internship coordinator.

(6) Students who do not receive approval for their internship record book shall contact the Registrar's Office within five working days of receiving notification of the evaluation forms or the announcement of their pass mark.

CHAPTER SEVEN

OTHER PROVISIONS

**ARTICLE 12**– (1) Students who do not fulfill their internship within the duration set forth in Higher Education Law No. 2547, regardless of whether they have a valid excuse or not, will not be awarded a diploma.

(2) During the internship, students must comply with the provisions of the Student Discipline Regulation of Higher Education Institutions. Internships of students who violate these provisions are deemed incomplete and disciplinary action is initiated against them.

(3) Students are susceptible to the workplace personnel's duties for the damages they will make to the internship site as a result of their flaws. Istanbul Gelisim University has no responsibility in this regard. (4) Internship record books are kept in the student personal file.

(5) Students who enroll at Istanbul Gelisim University via undergraduate/external transfer or Central Placement and whose internships were previously completed at another institution are required to finish the remaining days of their internship.

(6) Students must follow the regulations and directions of the institutions and organizations where they intern in terms of working hours, working conditions, and discipline, as well as occupational safety.

(7) Students who do not fulfill the internship requirement within the normal education period are obliged to pay the internship fee determined by the Board of Trustees within the scope of the Associate Degree and Undergraduate Education and Examination Regulation in order to apply for an internship.

(8) Department boards may determine internship application principles with the approval of the relevant board of directors.

CHAPTER EIGHT

ENFORCEMENT PROVISIONS

**ARTICLE 13 –**(1) As of the 2018-2019 academic year, this Internship Directive will apply to all first and second year students enrolled at Istanbul Gelisim University who are required to complete an internship.

(2) This Internship Directive is conducted by the Rector of Istanbul Gelisim University.

ISTANBUL GELISIM UNIVERSITY STUDENT INTERNSHIP DATA SHEET

1. To be filled in by the student.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student's | Name - Surname |  | TR. ID No.  |  |
| Faculty/HS/VS |  | Department/Program |  |
| Student No |  | Duration of the Internship  | ………………….………. Work Days  |
|  |  | 1st Group Internship  | 2nd Group Internship |

1. The part to be filled by the internship institution (\*)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student's | Start Date of Internship  | …/…/20… | EVALUATION  | A | B | C | D | E |
| Date of Completion of Internship  | …/…/20… | Attendance at Work  |  |  |  |  |  |
| Number of Days Worked | ….. Work Days | Diligence |  |  |  |  |  |
| Days Off  | ….. Work Days | Behavior towards his/her superiors and colleagues  |  |  |  |  |  |
|  | Overall Success Status |  |  |  |  |  |
| A-Very Good; B-Good; C-Moderate; D-Pass; E- Fail |
| Institution Name |  |
| Address  |  |
| Document Approved By | Name - Surname  |  | Approval / Stamp |
| Position  |  |
| Date  |  |
| Signature  |  |

1. The part to be filled by the internship committee

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EVALUATION | A | B | C | D | E |
| Institution Executive's Evaluation | Overall Success Status in Internship  |  |  |  |  |  |
| Internship Committee Evaluation  | Arranging the Record Book  |  |  |  |  |  |
| Examination of the Issues  |  |  |  |  |  |
| Conclusion  |  |
| A-Very Good; B-Good; C-Moderate; D-Pass; E- Fail |

|  |  |  |
| --- | --- | --- |
| Committee Members |  Signature | INTERNSHIP COMMITTEE DECISION ………. working days have been accepted. …./…./20... |
| Name - Surname  |  |  |
| Name - Surname  |  |  |
| Name - Surname  |  |  |

STUDENT'S DAILY WORK REPORT

1. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

2. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

3. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

4. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

5. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

6. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

7. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

8. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

9. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

10. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

11. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

12. Working Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

13. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

14. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

15. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

16. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

17. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

18. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

19. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

20. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

21. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

22. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

23. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

24. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

25. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

26. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

27. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

28. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

29. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

STUDENT'S DAILY WORK REPORT

30. Work Day

|  |
| --- |
| Date :Subject of the Work : |
|  |
| THE CONTROLLING EXECUTIVE'S |
| NAME-SURNAME | POSITION - TITLE | SIGNATURE-SEAL (Stamp) |
|  |  |  |

INTERN STUDENT FOLLOW-UP CHART

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student's  |  |  |  |  |  |
| NAME-SURNAME |  | : |  |  |  |
| NUMBER |   |  | : |  |  |  |
| FACULTY/HS/VHS : |  |  |  |
| DEPARTMENT/PROGRAM | : |  |  |  |
| GRADE |  |  | : |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sequence No | Internship Dates  | Sequence No | Internship Dates | Sequence No | Internship Dates |
| 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 whose identity is written above…………………..has completed the internship work for a total of……. work days between the dates of 20…../.20...... with ..…../….....  Workplace Supervisor (Signature-Seal-Stamp)  |