

GENERAL INFORMATION ABOUT COMPULSORY INTERNSHIP

- 1 - You have two compulsory summer internships. Both must be at least 30 working days.
- 2- Finding an internship place is the student's own responsibility.
- 3- You can do one of your internship in the summer term of the 2nd grade and the other in the summer term of the 3rd grade or one in the summer of the 3rd grade and the other in the summer of the 4th grade.
- 4- You can complete two internships in the same place in the summer term of the 3rd year or in the summer term of the 4th year, for a total of 60 working days.
- 5- Separate documents must be prepared for integrated internships.
- 6- Summer internship can be done together with the summer school, but a maximum of 2 days of lessons can be taken from the summer school and the remaining 3 days of internship can be done.
- 7 - You should start looking for a company to do your internship right now.**
- 8 - It is mandatory to have at least one aeronautical engineer (or mechanical engineer or manufacturing engineer) in the company during the first internship.
- 9- This engineer will check and sign your intership manual at the end of the internship.
- 10 - The internship place may be in Türkiye or abroad, but the university does not cover the student's insurance for internships abroad. Insurance payment for internships abroad is the responsibility of the student.

INFORMATION ABOUT INTERNSHIP APPLICATION

- 1- The student who decides on the internship place has to fill in the COMPULSORY INTERNSHIP FORM. The student should fill out this document in the computer environment and then forward it to the company where he/she will do the internship. The company's signature and stamp must be included in the company's stamp and signature section on this form. The student who fills out and signs the internship form should send this form to mmfstaj@gelisim.edu.tr in pdf format **at least 15 days before the start of the internship.**
- 2- After submitting the internship form by e-mail, student affairs will send the approved internship form to the student by e-mail. If student affairs has not sent the approved internship form, please send an e-mail to student affairs and request the approved form. You must submit this form together with the internship manual to the research assistant after your internship is over.
- 3- While determining the internship date range, all public holidays including religious holidays should not be included in the internship period (for example, 15 July). Otherwise, even if the signatures are completed, the internship form will not be accepted and a re-process will be requested.
- 4- If Saturdays are also included in the working day in the company where you do your internship, this should be stated in the internship form.

FILLING INTERNSHIP NOTEBOOK

(https://panel.gelisim.edu.tr/assets/2022/dokumanlar/oidb/compulsory-internship-book--translation_d311ca12b4c44922aee215593bfe6c28.docx)

- 1- THE STUDENTS MUST DOWNLOAD AND FILL THE **INFORMATION ABOUT THE COMPANY** DOCUMENT AND ADD THIS DOCUMENT IN FRONT OF THE 1ST DAY OF WORK PAGE BEFORE SUBMITTING TO THE DEPARTMENT.



ISTANBUL
GELISIM
UNIVERSITY

INFORMATION ABOUT THE COMPANY



**In this field, the name and contact information of the workplace, date of establishment, number of employees, capacity, work area and other information about the workplace should be written.
THIS PAGE NEEDS TO BE ADDED IN FRONT OF THE INTERNSHIP NOTEBOOK'S 1st Workday PAGE
before submitting to the department!
DELETE THIS NOTE WHEN WRITING THE DATA OF THE COMPANY**

**MUST INCLUDE SIGNATURE
OF THE ENGINEER AND THE
STAMP OF THE COMPANY**

CONTROLLING AUTHORITY

NAME - SURNAME	DUTY - TITLE	SIGNATURE - STAMP



- 2- The student who starts the internship must fill in the internship notebook linked on the website day by day. The language used while filling in the notebook should be FORMAL ENGLISH. Supporting elements (screenshots, photos, drawings and equations) related to the subject should be added. What is written should not be too short or unnecessarily long expressions copied and pasted. For notebooks filled in on the computer, the font should be **Times New Roman** and the font size should be **12**. Do not write in large font size and make the notebook look full. It should not be written like a diary/novel. The notebook can also be filled in by hand so that it is legible. (Tea was drunk, coffee was drunk, meeting was held, etc.) Technical details should be specified. Internship forms will be filled in daily. Each page must have a date on it.



STUDENT'S DAILY WORK REPORT

1. Work Day

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

EVERY PAGE NEEDS TO BE SIGNED AND STAMPED BY THE ENGINEER



The notebook should be at least 30 pages and information about the functioning of each day should be given. The notebook can also be enriched by including pictures, drawings, analysis or experiment results related to the internship in the institution during the internship. **INTERNSHIP NOTEBOOKS ARE READ ONE BY ONE, AND THE INTERNSHIPS OF STUDENTS WHO DO INTERNSHIP IN THE SAME**

PLACE AND SUBMIT NOTEBOOKS WITH THE SAME/SIMILAR CONTENT WILL BE REJECTED AND DISCIPLINARY PROCEEDINGS WILL BE INITIATED AGAINST THEM.



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 <u>Work Days</u>	
			1st Group Internship	<input type="checkbox"/>	2nd Group Internship

2. 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 <u>Work Days</u>	Diligence					
	Days Off <u>Work Days</u>	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							

MUST INCLUDE SIGNATURE OF THE ENGINEER AND THE STAMP OF THE COMPANY

3. The part to be filled by the internship committee

EVALUATION			A	B	C	D	E
Institution Executive's Evaluation	Overall Success Status in Internship						
	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. <u>.../.../20...</u>
Name - Surname			
Name - Surname			
Name -			

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...

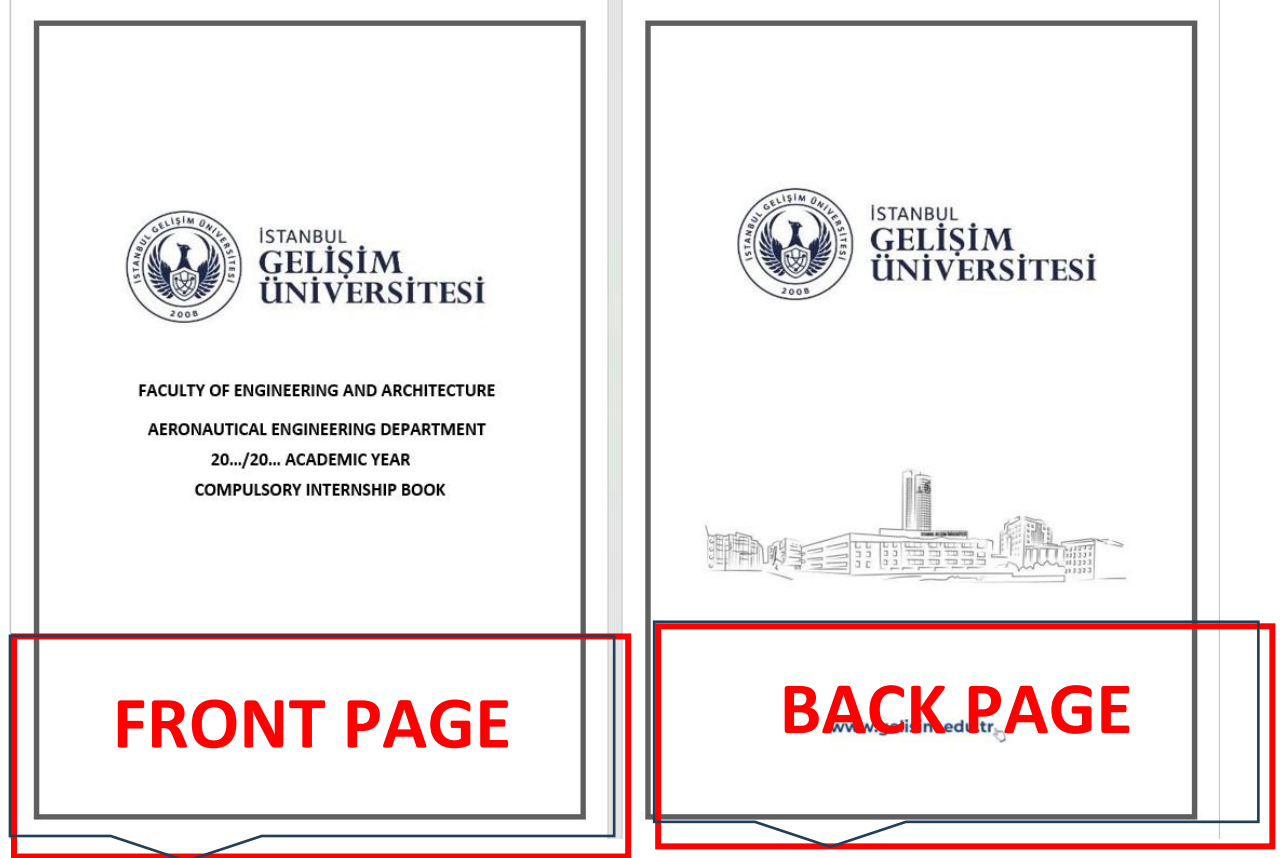
The student whose identity is written above..... has completed the internship work for a total of..... work days between the dates of 20.../.../20... with .../.../.....

Workplace Supervisor

(Signature-Seal-Stamp)

**MUST INCLUDE SIGNATURE
OF THE ENGINEER AND THE
STAMP OF THE COMPANY**

When the filling of the internship notebook is completely finished, the binding process specified in the front cover and back cover pictures below should be carried out. The notebook should not be spiral / wired, the front and back cover should be bound with hard cardboard. Download the covers from [this link](#)



For any further questions, feel free to contact Res. Asst. Cem AVCI via mcavci@gelisim.edu.tr

Best of Success and Have Great Internships,