

ISTANBUL GELİŞİM UNIVERSITY SOFTWARE ENGINEERING DEPARTMENT INTERNSHIP PROCESS

1. The internship duration has been set to 60 working days by the university senate.
2. The steps to follow for internships are outlined below:

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This document includes the guidelines and steps to be followed during the internship.

STEP 1: WHEN CAN I START MY INTERNSHIP?

- Students can apply for an internship and complete it at the end of their 4th semester at the earliest.
- Internships are conducted during the summer following the 4th and 6th semesters.
- Students who are in the process of graduating (students who have completed all courses except Internship I and Internship II) may conduct their internship during the fall, spring, and summer semesters.

STEP 2: HOW DO I APPLY FOR AN INTERNSHIP?

- The student is responsible for arranging their own internship placement. (The internship placement must have at least one Software Engineer, Computer Engineer, Electronic Engineer, or Mechatronics Engineer.)
- Conditions and requirements for internships abroad: Due to the continuation of online education during the pandemic, students are allowed to complete their summer internships abroad. However, students will not be eligible for insurance coverage related to internships provided by the university. All documents must be prepared in English.
- At least 15 days before the internship start date, the internship application form must be completed and submitted to the Faculty of Engineering and Architecture Secretariat in person or sent via email to mmf@gelisim.edu.tr.
You can access the internship application form on the student affairs webpage.

STEP 3: HOW DO I FILL OUT THE INTERNSHIP APPLICATION FORM?

- Since the total internship duration is 60 working days (30 working days for Internship I and 30 working days for Internship II), each internship application should cover 30 working days. The 30 working days must be continuous.
- Public holidays and weekends (except Saturdays, if the institution operates on Saturdays) are not counted as working days.
- If the student is attending summer school while doing the internship, days with classes cannot be counted as internship days.
- Internship days cannot be split; they cannot be divided into pre-summer school and post-summer school periods. If the internship coincides with summer school, students may continue their internship on days without classes, with a recommended minimum of three internship days per week.
- The title of the authorized person for the internship should be Computer/Software/Mechatronics/Electrical-Electronics Engineer.

STEP 4:

- The internship application form must be filled in as required and submitted to the faculty secretariat at least 15 days in advance.

STEP 5: WHAT SHOULD I DO AFTER COMPLETING MY INTERNSHIP?

- The internship report should be filled out. You can access the internship report on the student affairs webpage.

When completing the report, please consider the following:

- The report should be filled out on a computer.
- Visuals should be sufficient and placed following the respective day.
- Wording should be formal and in the passive voice.
- The authorized person (engineer) should approve each day at the end of the report and on the intern tracking sheet.
- The report should be printed in two copies and bound in a hard cover. Methods such as plastic folders, stapling, and spiral binding are not accepted.
- The report should not contain loose papers or documents that could fall out; it must be submitted in an organized manner.
- The internship report should be submitted to the Software Engineering Department (Block K, 22nd Floor) within one month after the end of the internship.

STEP 6: HOW CAN I SUBMIT MY INTERNSHIP REPORT?

- The internship report must be submitted to the Software Engineering Department (Block K, 22nd Floor) within one month after the internship ends.
- The report should be submitted in person.

STEP 7: AFTER SUBMITTING THE INTERNSHIP REPORT APPROVAL

If the previous conditions are met and the internship committee deems the report satisfactory, the internship will be approved. Internship reports approved by the committee are submitted to the Student Affairs Department by the end of the semester following the summer internship. Proceed to STEP 8.

CORRECTION / REJECTION

If any of the previous conditions are not met or if the internship committee identifies deficiencies, the internship report will not be accepted. The student will be informed of the deficiencies within one month. The student may retrieve the report and has up to 10 days to make the necessary corrections before returning to STEP 5.

STEP 8: ANNOUNCEMENT OF INTERNSHIP GRADES

The approved internship report grades submitted to the Student Affairs Department will be entered into the system. At this stage, students can contact Student Affairs to follow up on the grade entry status.