1. PURPOSE
The purpose of the mandatory (credit) internship program offered to students of the Özyeğin University School of Communication Design is to allow students to put the knowledge and skills they have attained in theoretical and practical classes offered during their studies into practice in a wide array of design, construction, management and production processes and to shape their academic studies based on unique experiences they gain during these processes.

2. SCOPE
This procedure applies to the Özyeğin University Communication Design undergraduate students and faculty as well as all key stakeholders and parties that are involved in the internship process.

3. VALIDITY
This procedure takes effect on the date of its acceptance by the Faculty Board. It is reviewed and revised when necessary.

4. LEGAL GROUNDS
This procedure is prepared pursuant to the Rules and Regulations for Özyeğin University Undergraduate Programs, the graduation requirements set forth in the resolution of the Özyeğin University Senate for the Undergraduate Architecture Program of the Faculty of Architecture and Design, and Article 5 of Law No:5510 dated October 1, 2008.

5. ROLES and RESPONSIBILITIES
By virtue of this procedure, the parties are liable with fulfilling the following responsibilities from choosing the right employer for the internship to the evaluation of students at the end of the internship.

1. **Students**: Students are responsible for submitting necessary notifications, obtaining necessary approvals, being in command of the process and adhering to all rules specified herein this procedure.

2. **Faculty (Department) Secretary**: Program Secretaries are responsible for arranging the necessary documents specified herein this procedure, making sure that necessary approvals are obtained, notifying the Human Resources Directorate for Social Security procedures, as well as coordinating and ensuring that all rules specified herein this procedure are observed.

3. **Human Resources Directorate**: The Human Resources Department is responsible for completing the Social Security procedures, recording and keeping necessary information and documents as well as ensuring that all other necessary procedures are completed in compliance with this procedure.

4. **Internship Committee**: The Internship Committee is responsible for evaluating and providing the necessary approvals for applications and internships completed within the framework of this procedure.

6. **INTERNSHIP EMPLOYERS**

Internship can be completed in the following institutions/firms at home and/or abroad.

- Companies under Interactive Agency of Turkey and new generation agencies
- Related departments of Informatics Companies
- R&D (research and development) Labs of technology developing companies
- Related departments of media companies
- Corporate communication departments of companies and institutions
- Workshops or other professional events, summer schools

Any employers not listed above are subject to the approval of the Internship Committee.

7. **DEFINITIONS AND DESCRIPTIONS**

**Companies under Interactive Agency of Turkey and new generation agencies (Offices)**: A new generation agency is a company specialized on developing visual and interactive design applications for new media, including web, mobile phone, interactive tv, digital billboards. Covering areas like digital advertising and marketing and production agencies to create motion graphics, these companies mainly deal with developing multimedia services for varying platforms to match the
needs of the interface design problem of interactive advertising and marketing, as well as undertaking jobs that deal with applying and media planning.

**Related departments of Informatics Companies:** The main responsibility of informatics companies is to develop functional and sustainable solutions in software market with their technical people composed of engineers and designers which have expertise on varying technologies and a sectorial knowledge, in order to provide specific solutions to the firms that rely mostly on informatics products and services within their planning and management. The working areas covered by these informatics companies mainly are cloud computing, distributed systems, programming languages, wired and wireless computer networks, sensor networks, software engineering, machine learning, and finally computer graphics and animation.

**R&D (research and development) Labs of technology developing companies:** These are the companies that guide the technology and develop projects and products on the highest standart by tracing the achievements in latest technologies. Within this frame, these companies take over works including project start-up, development control and keeping the track of the software and control of engineering standarts, as well as making the usability tests of interactive products and interpreting the results, within the general standardization of quality and control research and development processes of product development process.

**Related departments of media companies:** Media companies compose content for printed, digital, face-to-face, electronic, visual...etc. mediums, together with structuring and managing the communication strategy. These companies provide service for public companies and institutions, private sector firms and international/ multinational companies, based upon the collaborative work of the interdisciplinary staff, including journalists, research specialist editors, creative art/design teams, managers and expert consultants. The basis of their service lies in the optimization of digital distribution web and increasing it through measuring the performance, as well as digital content management by maintaining the information flow without interruption.

**Corporate communication departments of companies and institutions:** Students may also complete their internships in the departments related with corporate communications, in the relevant departments of local governments, general directorates of relevant ministries, and/or other public institutions.
Workshops or other professional events, summer schools: Workshops, summer schools, professional events, scientific and/or professional research projects.

**Internship Supervisor:** The authorized personnel at the office or the construction site with at least 5 years of experience

8. **INTERNSHIP TYPES, CREDITS AND TERMS**

8.1. **COD 200 SUMMER INTERNSHIP I (Research Internship):** This is the first mandatory internship of the Undergraduate Communication Design Program. Students are required to complete this internship in 10 days and are awarded with 2 ECTS credits. This is a research internship and further details about Research internships are provided in Article 14.

8.2 **COD 300 SUMMER INTERNSHIP II (Office Internship):** The second mandatory internship involves working for agencies, informatics and technology developer companies or media and content provider firms that is selected to get notion of that specific working area. Their work entails the jobs described above in relation with the companies’ working areas. Students are required to complete their office internships in 30 workdays and are awarded with 2 ECTS credits. Further details about the office internship are provided in Article 15. **SEC 201 and SEC 202 Courses are pre-requisites for the office internship.**

8.3 **COD 400 SUMMER INTERNSHIP III (Office Internship):** The third internship involves working for agencies, informatics and technology developer companies or media and content provider firms that is selected to get notion of that specific working area. Their work entails the jobs described above in relation with the companies’ working areas. Students are required to complete their construction site internships in 30 days and are awarded with 2 ECTS credits. Further details about construction site internships are explained detailed in Article 15. **SEC 201 and SEC 202 Courses are prequisites for the construction site internship.**

9. **INTERNSHIP PERIODS AND SPECIAL CIRCUMSTANCES**

Except for special circumstances that are acceptable by the Faculty Executive Board, internships must be completed outside the teaching and exam periods.

10. **EMPLOYER SELECTION AND APPROVAL FOR INTERNSHIPS**

All employers must be approved by the Internship Committee. Students are required to submit the Mandatory Internship Information Form (ANNEX 1), which provides general information about the employer and includes the letter of acceptance issued by the company representative to confirm the
student has been accepted as an intern by the employer, to the Faculty Secretary in the Spring semester until the deadline announced by the Faculty. All relevant documents and reports must also be included in the standard internship file.

11. EVALUATION OF INTERNSHIPS
Internships will be evaluated by the Internship Committee based on the feedbacks received from the internship supervisor at the employer. In order to be eligible for evaluation; all required documents and reports must have been duly submitted, the employer must have been approved, and all deadlines and guidelines must have been observed. Any deficiencies will be corrected by the students in accord with the suggestions of the committee. Internship files which are not in compliance with the rules and regulations will be rejected by the committee.

12. INTERNSHIP COMMITTEE
Each committee member will serve for 3 years. The committee will be made up of at least two faculty members. The committee is responsible for ensuring that internships are completed and evaluated in compliance with the internship guidelines. The committee will hold a meeting to provide verbal and written answers to the questions of students regarding internships. During the meeting, further details about the required reports and documents will be provided. The date of the meeting will be announced to students by the Internship Committee.

13. LIABILITY TO FOLLOW THE EMPLOYER’S POLICY AND PROCEDURES
Students are considered to have accepted and agreed to follow the rules and regulations effective in the field of internship they have chosen. Furthermore, interns are also liable with adhering to their employers’ policy and procedures. Should it be stated on the Intern Evaluation Form that the student has acted in breach of the effective policy and procedures, the internship will not be accepted.

SPECIAL CAUSES
14. PRINCIPLES OF RESEARCH INTERNSHIPS
14.1 Purpose
The purpose of research internships is to allow students to gain experience by participating in an ongoing scientific or professional research project either as a research or research assistant, or by working in summer schools, workshops and professional events (extracurricular). The research internship can be completed in one of the following two fields:
   a. Scientific or professional research projects.
   b. Summer schools, workshops, professional events (extracurricular).
14.2 Documents and Reports Required at the End of the Research Internship

Internship Logbook
The Internship Logbook is a notebook to be filled out by students on a daily basis throughout their internships and to be approved by the internship supervisor.

Report
The report should include the general description, purpose and scope of the work carried out during the internship, general introduction of relevant people and institutions in charge of the work, as well as individuals and/or groups that participated, and the type and content of the subjects studied. To this end, the detailed description of the work personally performed by the intern, and printed or written documents related to the research or activity should also be included in or attached to the report.

Certificate of Achievement
A copy of the certificate of achievement issued at the end of a summer school or a workshop in recognition of the student’s successful completion of program should also be enclosed in the internship envelope.

Intern Evaluation Form (Annex 2)
This document will be filled out by the internship supervisor of the student at the employer. Students are expected to submit this form to their supervisors at the beginning of their internships. At the end of the internship, the supervisor must return the form back to the students, signing both the form and the envelope, and the signed document in the signed and sealed envelope should then be submitted by the students to the Faculty in an envelope along with the rest of the internship documents.

15. PRINCIPLES OF OFFICE INTERNSHIPS

15.1 Purpose
The primary purpose of Office Internships is to offer students the opportunity to put the skills and experience they have gained during their design classes into practice. In addition, this internship also aims to equip students with new knowledge and skills, allowing them to experience real-life challenges in design and applications and to work in interdisciplinary fields. Another aim of the office practical internship is to provide guidance to interns about their future careers and tracks. SEC 201 and SEC 202 are prerequisite courses for this internship.

15.2 Documents Required at the End of the Office Internship
Students who complete their office internships are required to submit the following documents to the Internship Committee for the assessment of the internship. These documents should

- Be related with the level of knowledge and skills the student possesses.
- Provide convincing and clear evidence that the work is completed by the student
- Be presented clearly in a specific layout.

**Office Logbook (Internship Logbook)**

The Internship Logbook will be treated and kept as the Office Logbook by office interns. Daily activities carried out in the office, as well as designs, drawings and prototypes etc. created by the student should be recorded in the office logbook. The logbook should be filled out in accord with the rules written in the internship logbook.

**Report on the Office Work**

In addition to the information above, students who complete their office internships are required to prepare a report detailing their roles and responsibilities at the office during their internships. Students are expected to provide an in-depth analysis of the work they have carried out during their internships, reflecting their knowledge as undergraduate communication design program students.

**Drawings and Other Outputs Produced During the Office Internship**

At the end of the office internship, all interns are required to submit in a folder copies of the documents related to the work they have personally carried out during their internships. All documents must be placed in the order specified in the internship logbook. The folder should include the documents including but not limited to: communication design studies, interactive media projects, animations, storyboards, videos, etc.

**Intern Evaluation Form (Annex 2)**

This form will be filled out by the authorized internship supervisor at the employer. Students are expected to submit this form to their supervisors at the beginning of their internships. At the end of the internship, the supervisor must return the form back to the students, signing both the form and the envelope, and the signed document in the signed and sealed envelope should then be submitted by the students to the Faculty in an envelope along with the rest of the internship documents.

16. **PROCESS**

16.1. **APPROVAL OF THE EMPLOYER BY THE INTERNSHIP COMMITTEE**
After the student is recruited as an intern by the employer, s/he will be handed the “Mandatory Internship Information Form (Annex 1), which is to be filled out by the internship supervisor at the employer. The student is then required to submit this form to the Internship Committee for approval. Once the approval is granted, the student must register for the mandatory internship courses. It is of utmost importance to follow all the steps described in related forms.

16.2. INFORMATION AND PROCEDURES REGARDING THE INTERNSHIPS
Students are required to consult to the Faculty Secretary for all inquiries about mandatory internships. The Faculty Secretary will also provide students with a document confirming that their insurance premiums (SSK) will be covered by Özyeğin University. Students are expected to submit this form to their employers.

16.3. DOCUMENTS TO BE SUBMITTED TO THE FACULTY SECRETARY AT THE LATEST 1 WEEK PRIOR TO THE COMMENCEMENT OF INTERNSHIPS
- Mandatory Internship Information Form
- Copy of National Identity Card
- Certificate of Residence (certified by the Registration Office or the mukhtar)
- Health Insurance Contract (signed at the Faculty Secretary’s Office)
- Original copy of the Student Certificate
Faculty Secretary will file these documents and share them with Human Resources. In case the end date of internship changes, the student is required to inform the Faculty Secretary.

16.4. DATA INPUT AND DOCUMENTATION BY HUMAN RESOURCES
Social Security (SGK) procedures will be completed by Human Resources. The statement of employment will be emailed to the student.