

**PROCEDURE**

 **SCHOOL OF ENGINEERING INTERNSHIP**

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**PURPOSE**

This procedure aims to govern the applicable rules to be adhered to during the term and evaluation of internships to be completed by Özyeğin University School of Engineering students.

**SCOPE**

This procedure applies to Özyeğin University’s School of Engineering students and faculty as well as all key stakeholders and parties that are involved in the internship process.

**LEGAL GROUNDS**

The present rules and regulations are pursuant to Özyeğin University’s Rules and Regulations for Undergraduate Programs, decisions of Özyeğin University Senate No:2011/10 and Law 5510 dated 01.10.2008 Article 5.

**DEFINITIONS**

ÖzÜ : Özyeğin University

**VALIDITIY**

This procedure shall enter into force as of its date of publication. It is revised and updated when deemed necessary. The last and valid version is the one on the system. Therefore using the printed version of this document is not recommended. In the case that it is printed out and used, it is the user’s responsibility to check the validity of the document on the system.

**RESPONSIBLITIES**

By virtue of this procedure, the parties are liable with fulfilling the following responsibilities which varies from choosing the right employer for internship to the evaluation of students at the end of the internship course.

1. **Students:** Students are responsible for submitting the necessary notifications, obtaining the necessary approvals, being in command of the process and adhering to all rules specified herein this procedure.
2. **Program Secretary:** Engineering Program Secretaries are responsible for arranging the necessary documents specified herein this procedure, making sure the 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 adhered to.
3. **Human Resources Directorate**: The Human Resources Department is responsible for completing the Social Security procedures, recording and keeping the necessary information and documents as well as ensuring that all other necessary procedures are completed in compliance with this procedure.
4. **Academic Advisors**: Academic advisors are responsible for evaluating and providing the necessary approvals for applications and internships completed within the framework of this procedure.

**ÖzÜ INTERNSHIP TYPES**

**1. Mandatory Internship**: Required internship which must be completed in order to successfully graduate from an undergraduate program offered by the School of Engineering

**2. Non-Mandatory (Optional) Internship:** Optional internships which students may complete in addition to mandatory internships

**BASIC PRINCIPLES**

1. The primary aim of mandatory internship classes offered within the curricula of the Özyeğin University School of Engineering is to equip students with practical, technological, interpersonal and professional experience in engineering and technology companies related to their majors.

**Hiring companies/employers where the internship is to be completed must have engineers on their payrolls and must be engaged in engineering projects.**

In addition to this procedure, **students must also adhere to the internship procedure of their undergraduate program for additional requirements determined based on their major and the relevant internship course.**

1. Students must have satisfied the necessary pre-requisites determined by their undergraduate programs in order to take the mandatory internship courses. Students who fail mandatory internship courses are not allowed to graduate.
2. In order to successfully graduate from an undergraduate program offered by the Özyeğin University School of Engineering, students are required to intern for a minimum of 40 business days. Each 20-business day block is considered a separate mandatory internship course and is assigned with credits.
3. Students can complete their internship of a minimum of 40 business days at different institutions and/or during different semesters. Each internship course is assigned course credits after 20 business days and is shown on students’ transcripts with the course code of the relevant program. Mandatory internship courses are assigned one of the Successful/Unsuccessful letter grades.
4. The Social Security premiums of students completing their mandatory internship are paid by Özyeğin University. For non-mandatory/optional internships, the university is not liable with paying any Social Security premiums.
5. Mandatory internships must be completed as of the end of the Spring semester till the beginning of the subsequent Fall semester, as specified in the academic calendar. However, if students’ course schedules allow them to complete their internship by working a minimum of 3 days a week full-time, they can complete their internships in the Spring and/or Fall semesters as well subject to the approval of their advisors.
6. Again, subject to the approval of their advisors, the work completed by students in research laboratories of the university can be considered as a semester internship provided that the work completed satisfies the term and scope requirements for internships.

**METHOD**

1. **Mandatory Internship Procedure**

The procedure delineated below will be repeated during each internship period in quest to satisfy 40-business day internship requirement.

* **Pre-Requisites**

Engineering students must have successfully completed the SEC 201 and SEC 202 courses in order to be entitled to complete their mandatory internships.

* **Approval of Academic Advisors for Employers**

The engineering student who is accepted for internship must obtain the “Mandatory Internship Information Form” (ANNEX 1) completed by the engineer responsible for evaluating the student’s performance during the term of the internship. The student must then take this form to his/her advisor to obtain approval for his/her employer. Students who obtain the approval of their advisors can register for the mandatory internship courses.

* **Obtaining information from the Engineering Faculty Secretary and Completing Necessary Procedures**

For information or questions about the internship procedure, students must consult to the Engineering Program Secretary. To complete the internship procedures, students must first visit the Engineering Program Secretary and claim the document which certifies that their Social Security premiums are paid by Özyeğin University. Students must then take this document to their employer.

**The below documents be submitted to the Program Secretary in at the latest one week before the internship begins:**

Internship Information Form

A copy of the student’s identification card (approved by the General Directorate of Civil Registration and Nationality or the Mukhtar)

Health Insurance Declaration

The original copy of the Student Certificate

The Program Secretary is responsible for filing these documents and sharing them with Human Resources. In case the end date of the internship is changed, the student is liable with informing the Program Secretary.

* **Information Entry and Reporting by Human Resources**

The Social Security procedures are completed by Human Resources. After all necessary procedures are finalized by Human Resources, the student’s statement of employment issued by the Social Security Institution (SGK) will be sent to the student via email.

* **Internship**

The Internship Evaluation Form (Annex 2) is sent to the engineer specified in the Internship Information Form who is authorized to evaluate the student’s performance during the internship period. This form must be approved and submitted to the student in a signed and sealed envelope or sent via e-mail to the faculty secretariat by the employer.

Students must log their work and prepare an Internship Report during the term of their internship. The format of the report is provided by the university and may vary depending on the student’s major. The Internship Report consists of a Summary section where daily activities are logged and a General Report section. In the Summary section, the student summarizes his/her daily activities. The details of the works completed as well as theoretical and practical explanations are provided in the General Report section. The Internship Report should not be prepared by summarizing a user’s manual or a book/data sheet or specification sheets.

## It is recommended to log your daily activities in the Summary section of the Internship Report . The General Report can be completed later.

## The Summary section of the Internship Report must be approved, signed and stamped by the engineer who evaluates the student’s internship performance. For other parts of the report, it is sufficient to affix a signature.

## Two days before the end of the internship, the student must request from his/her employer a document affirming that the student has completed his/her internship. The student must then take this certificate to the Faculty Secretary within one week.

## Preparation and Submission of Internship Report

## Interns must prepare their internship reports in compliance with the acceptable report format determined by the School of Engineering and submit their report along with the Internship Evaluation Form, which is presented to the student by his/her employer in a signed and sealed envelope, to their academic advisors by the first date of the add-drop period announced in the academic calendar. The Internship Report must be written in English. Students who fail to submit their internship report on time are deemed to have failed the internship course.

## Evaluation of the Internship Report and Assigning Credits to the Mandatory Internship Course

## The mandatory internship courses are assigned either a Successful or Unsuccessful grade.

## Internship reports are evaluated by academic advisors within at the latest one month following the deadline for report submission. Students whose internship report deemed unsatisfactory must revise and/or re-write their reports based on their advisors’ feedback and must re-submit the report within the announced dates. If the revised internship reports are deemed unsatisfactory as well, the student is considered to have failed the mandatory internship course and must repeat his/her internship.

## 2. Non-Mandatory (Optional) Internship Procedure

## Students who wish to complete non-mandatory internships are required to apply to the Professional Development Team. Non-Mandatory (Optional) Internships are not assigned with any credits.

**REQUESTS TO STAY AT RESIDENCE HALLS DURING SUMMER INTERNSHIPS**

## Students who wish to stay at the residence halls during their summer internships must submit their Internship Acceptance Document issued by their employer to the Residence Hall Directorate by stating their internship dates. Students who submit their acceptance letter can choose their residence hall and room and may stay at the residence hall upon the approval of the Residence Hall Directorate.

**IN ABSENCE OF PROVISIONS**

 **(1)** In absence of relevant provisions herein these rules and regulations, the provisions of other relevant rules and regulations, as well as the resolutions of YOK, Senate, University Executive Board and the relevant Faculty/School Executive Board will be applicable.

**EFFECTIVENESS**

 **(1)** These rules and regulations enter into force as of the date of publication.