

ÖZYEĞİN UNIVERSITY MANDATORY (CREDIT) INTERNSHIP PROGRAM

To Whom It May Concern,

This document has been prepared to share with you the mandatory (credit) internship philosophy of Özyeğin University. We believe that mandatory (Credit) internships are interwoven among three stakeholders: the university, the intern and the internship sponsor. Together with the joint efforts of all these three stakeholders, they provide a valuable experience for all stakeholders, provided that each stakeholder fulfills its responsibilities.

In line with our mission to provide applied education that is integrated with sectors, Özyeğin University requires internships in all its programs. As per the effective legislations, our university undertakes the social security proceedings of each student whose internship is approved; and provides the necessary documents to the relevant institutions.

In order for Özyeğin University students to have their internship experiences approved as mandatory internships and earn academic credits toward their graduation requirements:

- 1- Students must have successfully completed the pre-requisite courses defined by their respective programs,
- 2- Internship Sponsors must have completed, signed off and returned the information form prepared by our university, containing questions about the internship period, job description/internship content and the expected learning outcomes.
- 3- The internship sponsor must provide an official letter which affirms that the student who started the internship after the university had approved the internship sponsor, internship content/job description and the internship period and undertaken the necessary social security proceedings on his/her behalf has completed the internship by performing the assigned duties within the framework of his/her job description during the internship period.

The purpose of the mandatory (credit) internship program is to allow students to put their knowledge and skills gained in theoretical classes offered by their programs into practice through real business processes and choose an academic and professional career path for themselves based on their internship experience. Therefore, as mentioned in Item 2 above, the internship period, the internship content and expected learning outcomes are our critical pre-requisites for mandatory internships. To this end, we expect the objectives and expected learning outcomes of the mandatory (credit) internship to

- help students gain experience in the line of business of the internship sponsor
- let students be a part of a team and familiarize them with team working
- give students the opportunity to understand what is expected from a full-time employee

Internship programs that satisfy the aforementioned expectations will, undoubtedly, add value not only to the internship sponsors that give this opportunity to our students by accepting them as Interns but also to the personal and professional development of our students who successfully complete their internships, fully aware of the fact that this opportunity comes with responsibilities.

You may share your questions, comments and suggestions about the mandatory internship programs of Özyeğin University with us at informationdesk.eng@ozyegin.edu.tr . We would like to thank you for your interest and support.

Regards,

Prof. Dr. Orhan Hacıhasanoğlu

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FACULTY OF ARCHITECTURE AND DESIGN

FACULTY OF ARCHITECTURE AND DESIGN | MANDATORY (CREDIT) INTERNSHIP INFORMATION FORM (ANNEX 1)

This form contains information required by Özyeğin University in order to undertake the necessary social security proceedings on behalf of the student who plans to complete his/her mandatory (credit) internship. This form must be completed by the sponsor organization that accepted the student as an Intern. Thank you for your cooperation.

This form needs to be fully filled out.

To be completed by the Student

The Student's Name, Surname, Number

Faculty/School/Program/Year :

Architecture and Design/ Architecture /
Faculty/School / Program / Year

The Student's Academic Advisor:

To be completed by the Internship Sponsor

The Internship Sponsor's

Name:

Address:

Sector:

Line of Business:

Company Type:

Public Company Private Company SME Research Institute

Multi-National Company

Other (please specify) :

Internship Period (dd/mm/yy)

Weekly work days:

Weekly work hours:

Start Date: / / **End Date:** / /

**Department(s)/Field(s) to be Affiliated with
During the Internship Period
(Office/Site/Research)**

Job Description/Content:

Expected Learning Outcomes /Competences:

**Work Schedule and Benefits:
(Accommodation, transportation, payment,...)**

Internship Supervisor's:

Name / Surname:

Title:

E- mail:

Telephone:

**Authorized Signature& Internship Sponsor's
Stamp**

To be completed by Özyeğin University

Approvals:

Internship Commission Member

Date:

Signature: