

Özyeğin University Faculty of Architecture and Design Mandatory (with credits) Internship Process

A. Prerequisites and preparation before application to mandatory internship	Responsible
1. Students are responsible to follow the internship option offered by companies and organization and to apply the correct internship version.	Student
2. SEC 201 and SEC 202 are prerequisite for Interior Architecture and Environmental Design Summer Internship II (Office) and Summer Internship III (Construction Site).	Student
3. Student submit "Internship Information Form" filled by company to Professional Development Unit (Internship Committee)	Student
4. Internship Committee make evaluation of the content of the internship defined in the form and make the final decision.	Internship Committee
5. Students submit their required documents for social security for internship to Faculty Dean' s Office (Human Resources Unit)	Student
6. Human Resources Unit finalize the social security procedures in 40 working days and sent the work entrance permit to student.	Human Resources Unit

B. Issues should realized in internship dates	Responsible
7. Student prepare the report for internship according to rules and regulation defined in related "Internship Regulation / Procedure" document. Students should submit report to the Internship Committee until final submission dates.	Student

C. Issues should realized after internship dates	Responsible
8. Dean' s Office prepare the formal letter indicating fulfillment of the internship and filed all internship documents.	Dean's Office
9. Dean' s Office prepare the list of students who finished internship according to academic term and department based and sent to Student Affair Unit and Professional Development Unit. The list covers the following information; company name offering the internship, dates, time for internship, credits, internship committee. If it is applicable Erasmus Internship mobility information may also a part of this list.	Dean's Office
10. Faculty sent the Faculty Executive Board decision about internship documents given in Erasmus Internship Mobility list by International Office. The decision of Faculty Executive should cover "internship which will counted as graduation responsibility" and credits evaluation.	Dean's Office
11. The assessment of student internship realized by the internship committee who are approve the internship company in the beginning. The committee made assessment on the list as "satisfactory" or "unsatisfactory" send the list to Dean's Office and Student Affairs.	Internship Committee
12. Student Affairs Unit transfer the internship assessment send by Faculty Dean's Office to Student Information System (SIS).	Student Affairs Unit
13. Dean' s Office put all the internship documents for academic history of the student into their file at Faculty Archive.	Dean's Office