

INTERNSHIP PROCESS CHART

for OzU Interior Architecture and Environmental Design Students

*All the required documents and detailed information can be reached via
ÖzÜ Website > Interior Architecture Page > Internship Page
<https://www.ozyegin.edu.tr/en/interior-architecture-and-environmental-design/undergraduate/internship>

INTERNSHIP INFORMATION FORM

must be filled
using a computer, not by hand
Approval Deadline: 26 JUNE 2026

1. Signature of **the Student**
2. Signature of **the Internship Executive** + Official Seal/Stamp of **the Company**
3. Signature of **the Internship Coordinator (OzU)**
4. Approval of **the Dean** (via Asli Bartik, AB4 3rd Floor)

BY COMPLETING THESE STEPS YOU CAN START THE INTERNSHIP

INTERNSHIP DAYS

Earliest Start Date:
After the Last Day of Exams
(including BUTs)

- **INAR 200** Research Internship - **10 days**
Coordinator: **Ezgi ÇIÇEK**
 1. **INAR 200 On-Campus** - Register the Course via SIS
29 June 2025 - 10 July 2025
 2. **INAR 200 Off-Campus** - Internship Information Form
- **INAR 300** Office Internship - **20 days** - Internship Information Form
Coordinator: **Kartal TURHAN**
- **INAR 400** On-Site Internship - **30 days** - Internship Information Form
Coordinator: **Elif AKTAŞ YANAŞ**

Internship days must be completed on working days.
Public holidays cannot be counted as internship days.

BY COMPLETING THESE STEPS YOU REALIZED YOUR INTERNSHIP

DELIVERABLES

1. Internship **LOGBOOK**
2. Internship **REPORT**
3. Internship **EVALUATION FORM**

to the **INTERNSHIP COORDINATOR**

The **LOGBOOK, REPORT, and EVALUATION FORM** must be delivered to the **OzU Internship Coordinator** of the relevant internship course

LOGBOOK / NOTEBOOK

- Every page for the internship days must be signed by **the student itself** and **Internship Executive from the Company (Interior Architect)**
- Pages should both fulfilled with **texts and images (AT LEAST ONE PICTURE)**

REPORT

- Must be signed by **the student itself** attached at the end of the Logbook
- Must be **English only**

EVALUATION FORM

- Must be filled by the **Internship Executive from the Company**, signed, stamped and sealed in an envelope (A4) by the **Internship Executive from the Company**

BY COMPLETING THESE STEPS YOUR INTERNSHIP IS READY FOR APPROVAL

IF REVISIONS
GIVEN

REVISIONS given by
the **INAR INTERNSHIP COMMITTEE**
if necessary

Deadline for submission of internship documents (**LOGBOOK, REPORT and EVALUATION FORM**) to the committee members is **first week of the Fall Semester**.

IF NO REVISIONS
GIVEN
or
REVISIONS ARE
COMPLETED

WAIT FOR YOUR INTERNSHIP TO BE EVALUATED

CONGRATULATIONS!

YOUR INTERNSHIP IS ELIGIBLE TO BE EVALUATED
through SIS (Student Information System)

SUMMER INTERNSHIP START AND END DATES

- Start Date: **The Last Day of the Final Exams including BUTs (except INAR 200)**
- End Date: **Before The First Day of the Fall Courses**

You need to set the dates of your internship according to these date range above.

You should prepare your documents and deliver them to the faculty secretary by hand **AT LEAST 10 WORKING DAYS BEFORE** starting the internship **BY 16:00**.

Take this time into consideration when setting the dates.

Otherwise, your internship dates **MUST BE REVISED**. If it is out of these dates, your internship will be **DEEMED INVALID**.