**ÖZYEĞİN UNIVERSITY MANDATORY (CREDIT) INTERNSHIP PROGRAM**

Dear Internship Sponsor,

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. With the combined efforts of all these three stakeholders, our mandatory internships provide an invaluable experience for all the parties involved, provided that each stakeholder fulfills their responsibilities.

In line with our mission to offer sector-integrated applied education, Özyeğin University requires internships in all its programs. As per the effective legislations, our University provides social security coverage for each student whose internship is approved; and, to that end, prepares and submits the necessary documents to the respective institutions.

Özyeğin University students may have their internship experiences approved as mandatory internships, and earn academic credits toward their graduation requirements. To do so,

1. Students must have successfully completed the pre-requisite courses required by their academic programs,
2. Internship Sponsors must have completed, signed, and returned the information form prepared by our University, containing the questions about the internship period, internship content, and expected learning outcomes.
3. The Internship Sponsor must provide an official letter to the University, which affirms that the intern started and duly completed the internship by performing the assigned roles and responsibilities within the internship term, after the University approved the internship sponsor, internship content, and the internship term, and completed the social security registration on behalf of the intern.

The purpose of our University’s mandatory (credit) internship program is to enable students to apply the theoretical knowledge and skills they acquired in class to actual business processes, and help them shape their academic and professional career path based on their internship experience. Therefore, as mentioned in Article 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 mandatory internships’ learning objectives and expected learning outcomes to:

* Help students gain practical and technological experience in engineering or technology companies,
* Let students be a part of a team,
* Give students the opportunity to understand what is expected from a full-time employee.

We are confident that internship programs that satisfy the expected learning outcomes will add value not only to the internship sponsors that give our students the opportunity to intern for their organizations, 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.

Kind Regards,
Prof. Dr. Tanju Erdem
Dean
Faculty of Engineering

**INTERNSHIP INFORMATION FORM**

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| This form contains information needed for preapproval of the internship. After the approval, the Turkish Government’s socialsecurity obligations for internship will be fullfilled by the university.Thank you for your cooperation. This form must be filledcompletely. |
| *This section will be filled by the student.* |
| **Name, Surname:**  |  |
| **Faculty / Program / Class:** |  Engineering /…………………............. /…………….........  / *Program* /  *Class*  |
| **Academic Advisor:**  |  |
| *This section will be filled by the executive of company.* |
| **Company:** | *Name:* ..................................................................................*Address:* ..................................................................................Sector: ……………………………………………………………………............Line of business: ………………………………………………………………………..Type:☐ Public Company ☐ Privite Company ☐ KOBI ☐ Research Center ☐ Multinational Company ☐ Other : …………………………… |
| **Internship period**  | Start: ........ /...... /...... End: ....... /...... /......  |
| **The department or field of which the internship will be held:** |  |
| **Work description:** |  |
| **Competencies which student will obtain:** |  |
| **Work programme and other thing on offer: (accomodation, transportation, salary,....)** |  |
| **The engineer who will evaluate the internship:** | *Name/Surname:* ........................................................................*Title:*  ……………………………………………………………………………………..*E-mail:* …. ..................................................................................*Phone:* ...................................................................................... |
| **The signature of the executive of company and company’s stamp:** |  |
| *This section will be filled by Özyeğin University* |
| **Confirmation:** | **Academic Advisor****Date:****Signature:** |
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