

Özyeğin University Internship Programs

Internship Guide for Students of the Department of International Relations

- What is an internship program? What is its purpose?

- The purpose of the internship program offered to the students of the Department of International Relations at the Faculty of Social Sciences is to support and integrate the theoretical and practical knowledge students have gained during their undergraduate international relations studies with field experience and practice. The internship will give students the opportunity to build awareness, make observations, and put their theoretical knowledge into practice or in a field of research in international relations. Another goal of the internship is to equip students with professional experience and develop their sense of responsibility.

- General information and rules:

- Students earn 4 ECTS credits at the end of the internship period. Students are required to successfully complete their internship in accordance with the principles stipulated herein.
- It is the student's responsibility to find an internship and submit internship applications. The Professional Development Office under the Sectoral Solutions Office may also provide guidance to students about current internship opportunities.
- Internships are completed during the periods when students have no classes or examinations. The internship period is forty (40) business days.
- Students who complete 60 ECTS credits are eligible to start an internship program.
- The University covers Social Security premiums up to 60 business days. In a case where the employer asks the intern to extend his/her internship or approves the intern's request to work for more than 60 days, the student's Social Security premiums may still be covered by the University as per the regulations entered into force by Circular 2011/36. As per the regulation promulgated by Circular 2011/36, students who are required to or allowed to complete internships while they pursue their studies at vocational high schools or higher education institutions are considered insured as of the start date of their internships pursuant to Article 5, clause 5, sub-clause (b) of the law, effective from March 1, 2011. Students are required to prepare an internship report over the course of their internships and submit this report to their faculty at the end of the internship. The necessary requirements for the internship report are determined by the Faculty of Social Sciences.

- Pre-Requisites and Requirements for the Internship Program

- Students must have successfully completed 60 ECTS credits in order to be eligible to complete an internship.
- The student obtains the "Internship Information Form" and starts sending out internship applications to his/her preferred employers/internship sponsors where s/he wishes to complete an internship.

- When the student receives an internship offer from a company/institution (“employer”/“internship sponsor”), the internship supervisor or the authorized manager at the internship sponsor/employer completes the “Internship Information Form” in detail, and returns it to the student.
- The student must prepare an Internship Application File and submit it to the Faculty Secretary ten days before the start of internship within the announced submission dates in order to obtain the approval of the Internship Commission and have his/her Social Security registration completed. The *Internship Application File* must include the following documents:
 - Student Certificate (original copy)
 - Internship Information Form (ATTACHMENT 1-Approved) ¹
 - Copy of Identity Card
 - Certificate of residence (obtainable from “mukhtar’s office or civil registry offices)
 - Letter of Undertaking (filled out and signed)
 - Transcript (via)
- The Student Commission reviews the contents of the Internship Application File, and grants its approval, if appropriate.

-Obligations to fulfill once the internship application is approved

- The student will be notified via email when the documents to be submitted to the internship sponsor/employer are ready (ATTACHMENT 1 (copy), ATTACHMENT 2 forms, and a letter addressed to the internship sponsor / employer). In this email, the student is asked to collect his/her documents from the Faculty Secretary, and submit them to the internship sponsor/employer at the start date of the internship. The internship documents are presented to the student in a sealed envelope.
- After the student’s internship application file is reviewed and approved by the Internship Commission, the file is then sent to Human Resources, which registers the student at the Social Security Institution.
- The Social Security registration is completed either a day before or at the start date of internship. Therefore, the student will be notified via email when the Social Security documents are received from the Human Resources Department. The student must submit the Social Security registration document to his/her internship sponsor/employer as soon as s/he receives it.

-Obligations to fulfill during the internship program

- The internship period covers business days only. Public holidays and weekends should not be included in the internship period.

¹The form in ATTACHMENT 1 must be filled out completely, and must bear the signature, stamp, and seal of the interned department. The internship period must be calculated accurately based on business days. Forms must be submitted as original hard copies. Photocopies, soft copies or faxed forms are not processed.

- Should there be any changes to the end date of internship, the student must notify the Faculty Secretary.
- Should there be any days the students missed for any reasons, the student must complete the number of missing days right after the end date of internship without any interruption. Otherwise, the internship will not be acceptable.
- In a case where the documents received at the start of internship are lost, the Internship Commission must be notified, and the required documents must be requested from the Dean's Office of the Faculty of Social Sciences again.
- The student must keep an "Internship Log" over the course of internship.
 - The log must contain a clear summary of all the activities completed and observations made on each day of internship (2-3 paragraphs). Each entry in the log must have a date. Each page of the log must be signed by the internship supervisor and stamped with the company stamp, if available.
 - The first page of the internship log must contain the student's full name, student number, the employer's name, address, telephone number, the internship period (in days), and the total days of Social Security coverage. The internship supervisor must sign the bottom of the page and seal it with the company stamp, if available.

-Obligations to fulfill after the internship program

- Two days before the end of the internship, the student must request his/her employer to issue a certificate of completion which affirms that the student has completed his/her internship. The student must then take the certificate of completion to the Faculty Secretary on the day the internship is completed.
- The internship evaluation form must be filled out by the internship supervisor and submitted together with the internship log in a signed and, if available, stamped envelope to the student. The student must then submit the envelope to the Dean's Office of the Faculty of Social Sciences.
- It must be ensured that the internship supervisor fills out all the required fields, particularly the fields which require the start and end dates of internship.
- Failure to complete a minimum of 40 business days of internship, the lack of signature and, if available, the company stamp, any missing pages, or any incomplete or otherwise inconsistent information in the internship evaluation form will render the internship invalid.
- It is mandatory to prepare an "Internship Report" at the end of each internship.
 - The report must be written in Word format in 12-point font size (Times New Roman), with double space, and standard margins (2.5 cm). The report is expected to be between 8 and 12 pages, excluding references and attachments.
 - The report must have 4 main headings. These headings are:

- Internship Sponsor/Employer: This section must provide sufficient information about the internship sponsor, its sector, its position in the sector, its mission, size, and organizational chart as well as any other relevant information.
 - Internship Purpose and Scope: This section must provide sufficient information about the purpose of internship and the roles and responsibilities the student assumed over the course of internship.
 - An Analysis of the Internship Experience within the Framework of Knowledge Attained in the Undergraduate Program: This section must provide to what extent knowledge, theories, and models attained in the undergraduate program align with or differ from observations made and experiences gained during the internship, and provide explanations of the reasons. Furthermore, where applicable, observations and recommendations must be provided as to how and to what extent cultural factors played a role in integrating internship experience with academic knowledge.
 - Evaluation: The final section of the report must provide a critical analysis and evaluation of the internship, including learning outcomes, any issues arisen during the internship, as well as any recommendations pertaining to both the internship program and the academic program.
- It is the student's responsibility to submit the internship log, internship report, and internship evaluation form to the Dean's Office of the Faculty of Social Sciences within one month from the end date of internship.
 - The Internship Commission will review the internship file and prepare a report. The report prepared by the Internship Commission will be reviewed by the Faculty Executive Board, and the student will be notified of the result. If the report is deemed acceptable, the internship will be entered into the SIS by Student Services to be counted towards the student's graduation requirements.
 - Should the commission identify any incomplete information or section in the internship file, the commission will ask the student to provide such information or section. Once such information or sections are received, the commission will submit the file to the Faculty Executive Board.
 - The commission may grant a grace period of up to 7 business days to provide any incomplete information or sections in the file.
 - The student receives a grade S or a grade U if the internship is deemed successful or unsuccessful, respectively.