

## Faculty of Business Mandatory Internships Syllabus

The mandatory internships at Özyeğin University Faculty of Business allow you to put your knowledge from your classes into practice, by doing internships in public or private companies. These internships give you experience that improves your theoretical, practical, and personal development.

### General Information

- Completing 6 ECTS Mandatory Internship is one of the degree requirements for all undergraduate programs in the Faculty of Business.
- Like with normal courses, you receive ECTS credits for internships. Full-time or part-time employment is not counted as a mandatory internship. The University pays for your social security premiums during your mandatory internships. Next to mandatory internships, we encourage you to engage in other internships that contribute to your personal development. However, for such internships you do not receive ECTS credits.
- **It is your own responsibility to find an internship.** Internships can be in private or public, for-profit or not-for-profit organizations. The Professional Development Office may provide guidance on how to do this and may alert you to internship opportunities.
- Internships are administered with the following course codes. **You need to complete both to meet the graduation requirement:**
  - BUS311: Internship I (2 ECTS, 4 weeks, 20 workdays)
  - BUS312: Internship II (4 ECTS, 4 weeks, 20 workdays)
- **Note: You do not have to register for these courses in SIS.** Instead, all grades and credits are entered by the Student Services upon the approval of the successful completion of the internships.
- You can do these internships in a single organization, or in two different organizations.
- If you want to do additional internships or certificates, i.e., over and above the graduation requirement, you can do so by choosing the course of that internship or certificate as **elective**. You can also do non-course internship, purely for your own benefit, but non-course internships are not administered through the school.
- You can do the internship during the semester, as long as it is part-time, as long as internship days are not on class days and as long as you have **3 days a week available for classes**.
- If you do a full-time internship, your social security is covered by the university for 30 days, including the weekend (30 days for internship I and another 30 days for internship II). However, if you do a part-time internship, you must specify the days.

### Pre-requisites for Internships

- You need to successfully complete SEC201 and SEC202 before you can start a mandatory internship.
- If you want to take BUS312, you need to do so either before or together with BUS311 (co-requisite).
- We strongly recommend you to complete your second-year core courses before doing Internship I (BUS311).
- We strongly recommend you to complete some core elective courses of your specialization before doing internship II (BUS312). The more knowledge you have, the more valuable the internship will be to you and to the company.
- In case of doubt and/or you want to get an opinion, please contact your academic advisor.

### To-Do's Before the Internship

- Let the secretary of the Faculty of Business know that you intend to do your mandatory internship.
- Get the "Mandatory internship information form" from the web page and start sending out internship applications to companies.

- When you find a company, the internship supervisor or the authorized manager of the company needs to fill out the “Mandatory internship information form”. The company needs to give you the filled-out form.
- Submit the “Mandatory internship information form” completed by the company to your academic advisor for approval. Your academic advisor reviews and approves the content of the “Mandatory Internship Information Form”; in case the academic advisor does not approve, you need to make adjustments in your arrangements with the company.
- To have your internship approved by the university and have your social security proceedings completed, you need to provide the following documents to the faculty secretary **one week before** you start your internship. Therefore, you must pay careful attention to set the start date of your internship based on the availability of your documents:
  - Your student certificate
  - A copy of your identity card
  - A certificate of residence issued by the local Mukhtar or the Civil Registration Office
  - Mandatory Internship Information Form (filled out by the company and approved by your academic advisor)
  - Letter of Undertaking (filled out and signed by the student)
  - The Interrogation (Steps are respectively; The screenshot must be added to the Declaration and Commitment of the e-government system under the heading of eye e- services / Social Security Institution / Partner (4A / 4B / 4C) Services and clicked on Sağlık SPAS Hazard Query (Health Provision Activation System)
  - Incentive form
- After this is completed, upon request you will get an “Internship approval letter” from the Faculty Secretary. Submit this document to the company.
- Submit the “Statement of employment” issued by the university to your internship company when you start your internship.

#### **To-Do’s During the Internship**

- Behave in a professional way.
- Remember that you represent the university at the company where you are doing the internship.
- Also remember that companies may be interested in offering you a job if you perform exceptionally well.
- Inform your academic advisor of any progress or trouble.
- in case things do not work out as you expected, contact your academic advisor.
- Work on the internship report (see below).
- In case the end date of the internship is changed, inform the faculty secretary immediately.

#### **To-Do’s After the Internship**

- Two days before the end of the internship, you must request a document from the company confirming that you completed your internship (Internship Completion Document). Submit this certificate to the faculty secretary on the day the internship is completed by e-mail.
- Submit your internship report to your academic advisor.
- Your advisor will approve or not, depending on the quality and completion of the internship report. On approval, you will get “S” (satisfactory) and pass the internship. If not, you will either have to improve your internship report or you will receive “U” (unsatisfactory).

#### **Related Forms**

- *Mandatory Internship Information Form* (filled out by the company and approved by advisor)

- *Letter of Undertaking* (filled out and signed by the student)
- *Internship Completion Document* (filled out and signed by the company)
- *Internship Approval Letter* (issued by the faculty)

**Contact Information**

For any further questions, please contact the Faculty Secretary in charge of internships:

Administrative Supervisor

Özyeğin University

Phone: +90 216 564 9265

E-mail: [beyhan.ozcinar@ozyegin.edu.tr](mailto:beyhan.ozcinar@ozyegin.edu.tr)

**Internship report format**

After completion of your internship, you need to submit a report to your academic advisor in English.

**This can be a written document, a video or a presentation.** Whatever you choose, always provide a cover page with the following information:

- Your name and student number
- Duration and course code(s) of the internship (BUS311 or BUS312)
- What you will deliver (a document, a video or a presentation file)
- Name of the internship employer (complete with branch/location info.)
- Dates of the internship (when started-when finished)
- Your academic advisor’s name and title

Internship	Delivery format	Questions to answer
BUS311 Internship I	Choose between: <ul style="list-style-type: none"> <li>• written document of max. 600 words (you can add figures, pictures, or diagrams)</li> <li>• video of max 4-5 minutes</li> <li>• presentation file with voice-over of max 4-5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Describe the organization, the nature of the business, the products, the customers, and the competitors of the organization in which the internship was done</li> <li>• Describe the main department/branch at which the internship was done</li> <li>• Describe the work that was performed during the internship.</li> <li>• Explain how the work performed during the internship relates to specific topics in program core courses</li> </ul>
BUS312 Internship II	Choose between: <ul style="list-style-type: none"> <li>• written document of max. 600 words (you can add figures, pictures, or diagrams)</li> <li>• video of max 4-5 minutes</li> <li>• presentation file with voice-over of max 4-5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Identify an organizational problem in the internship organization</li> <li>• Explain how skills and concepts from the program core or elective courses can be used to solve that problem</li> <li>• Describe a possible solution to the identified problem and how it can be implemented</li> <li>• Assess major learning points from the internship</li> <li>• Evaluate how the internship shapes future career choices</li> </ul>