

Dear Students,

We want to inform you about important updates regarding the **2025-2026 Spring Term Mandatory Internship Procedures**. These changes have been implemented to streamline the internship process and to prevent issues that may impact your future academic progress and graduation timeline.

- The deadline to add the internship course(s) (**BUS 311/312**) to your academic program is Tuesday, February 17, the final day of the Add/Drop period.

Even if you have not arranged the company where you will do the internship by this deadline, you **must enroll in the course if you want to fulfill your internship in the Spring period. You will not be able to register after this date.**

- Please note that **you cannot complete the internship first and then count it toward a later semester** — you are only allowed to do your internship during the semester in which you are officially enrolled in the course.
- Once you have secured an internship placement, you are required to obtain approval from your **academic advisor** by submitting the **Internship Information Form, signed by the company and yourself.**
 - Before completing and submitting your form, once you have secured an internship placement, we strongly suggest that you contact your advisor and e-mail a draft of your completed form for review to avoid repetition. If your advisor agrees with the content (e.g., company, job description, learning outcomes, schedule, etc.), you may then complete the form, obtain the required signatures, and submit it for their official approval.
 - If your advisor is not available on campus, another faculty member may sign the form **only with your advisor's prior knowledge and explicit email confirmation.** Please arrange this confirmation before requesting another signature.
- Upon completion of the internship, you must submit the **internship report(s) within 5 days** of the internship end date to your academic advisor for evaluation.
- All internships must be fully completed by June 13, at the very latest. Students who complete their internships in June should submit their internship reports within 3 days of the end of the internship.

Should you have any questions, please do not hesitate to contact the Dean's Office, specifically Beyhan Özçınar (beyhan.ozcinar@ozyegin.edu.tr)

We wish you a successful and enriching internship experience.

Best regards, Dean's Office