**FREQUENTLY ASKED QUESTIONS ABOUT INTERNSHIP**

**1. SATURDAY – SUNDAY AND OFFICIAL HOLIDAYS?**

In accordance with our directive, weekdays and non-holiday days are considered working days as internship days.

Even if the firm is open on Saturdays and Sundays, it will not be counted as internship days.

**2. HOW SHOULD A COMPANY BE PREFERRED FOR THE INTERNSHIP?**

While students are determining the companies they want to do internship, they should focus on the companies with Metallurgical and Materials Engineering Department is in the field of study;

- Companies that deal (production and testing) with the 4 main material groups (metal and its alloys, ceramic, polymer and composite materials)

- Firms producing Polymer Materials and Composite Materials Automotive Sub-Industry, Goodyear , Lassa, Toyota Boshoku Turkey, Farba, Standard Profil, Assan Hanil , GRP, Rubber, PVC, PP, PE, companies producing pipes with materials such as Subor A.Ş. , Dizayn Plastik, Fırat Boru, Elatek Kaucuk, companies that use injection molding producing for the white goods sub-industry (large scale and R&D Center or laboratory are preferred). In addition, internships can be done in institutions that make production using polymer or composite materials in areas such as Defense Industry, Chemical Industry, Agricultural Machinery Industry, Boat (Yacht and Ship) Industry, Aviation Industry, Packaging Industry. It is preferred that companies are large-scale. A maximum of 5 days of the internship should also include the quality control of the materials produced.

-Companies producing ceramic materials, Cement, Glass, Ceramic Industry, Şişe Cam, Eczacıbaşı, Gizem Frit etc …

- In the shaping of metal-based materials;

o Casting (sand mold casting, pressure casting, precision casting…),

o Forging (rolling, forging, extrusion , sheet metal forming…),

o Firms that perform welded manufacturing and testing (Borusan Mannesmann , Noksel Boru

of welded pipes, constructions, trailers , silos such as İzmit Bay Bridge, Tırsan

and companies performing the tests),

o Powder metallurgy

o Heat treatments

o Methods of surface coating processes with methods such as Galvanizing, PVD, CVD

companies that manufacture with

- Product testing and analysis, product development, R&D activities of the company and/or

laboratories (Arçelik R&D, TÜBİTAK-MAM-ME, Bilkent University, UNAM,

MATİL-ÇETAM, ÇNAM, Ford R&D, ERDEMİR R&D) are accepted.

**3. INTERNSHIP APPLICATIONS WILL BE PARTIALLY ACCEPTED OR ACCEPTED**

**WHICH COMPANIES ARE NOT AVAILABLE?**

- For the 20-day total internship obligation of the internships held at the following facilities;

o Maximum 5 days in machining department,

o Quality that concerns/includes processes related to Metallurgical and Materials Engineering

management work for a maximum of 10 days,

o It is accepted for a maximum of 5 days in the domestic-foreign trade departments of a professional company.

- Internships in the electronics industry only in the field of semiconductor technologies, circuit

production activities, it is evaluated within the scope of internship.

- Except for the areas mentioned above;

o Including assembly activities (e.g. automobile, white goods, assembly of factories

lines )

o Internships in sales and marketing companies will not be accepted.

**4. HOW TO FILL THE INTERNSHIP BOOK?**

Since the internship period is 20 working days, at least 20 pages of the notebook must be filled in with the date.

The topics that are learned on a daily basis and that are of interest to our department should be written (Pages on which information such as information about the workplace, occupational safety training, quality standards are written will not be included in the accepted internship day.) It should be explained only in writing, sample photographs, drawings, figures, etc. should not be pasted on pages. These can be given as appendices at the end of the notebook. In this way, describing irrelevant topics or pages with no topics pasted with photographs may result in days that are not counted in your internship.

**5. DOUBLE MAJOR STUDENTS CAN COUNT THEIR INTERNSHIP FOR OTHER DEPARTMENT TO OUR DEPARTMENT**

Even if the internship is written on behalf of another department, it can be accepted if it is a company related to our department and provides the above features (See 2).

**6. WHAT SHOULD THE DOUBLE MAJOR STUDENTS DO IF THEIR INTERNSHIP COMPANY IS RELATED TO OUR DEPARTMENT**

ÇAP should apply to our commission with a document (Graduation Internship Report) from the internship commission of the other department, showing how many days the internship was accepted.

**7. HOW CAN I LEARN IF MY INTERNSHIP IS ACCEPTED?**

In order to find out how many days of your internship are accepted, you need to go to http://www.mfstajfollow.sakarya.edu.tr and inquire about your number. This web page operates in-house independently of the Sabis system. In this system, it is recorded where and when the student did his internship and which internship commission member entered his/her oral and when. In the Sabis system, grades appearing as GR do not mean that the internship was not done. Sometimes the internships, which are pre-selected by the student as a course, are not completed in the summer term and cannot be added to the lists in the next term. In this case, grading is done as GR . When you graduate, the grades appearing as GR are corrected by student affairs after the internship result document is sent to the student affairs. Internship result certificate is given only to students who have completed their 4th year courses and graduated. We give them when they want. It 's okay to have your grade appear as GR during this time . You can download the application form for the internship result document from our website or fill it out at the department secretariat and submit it to the secretary.

**8. WHICH CLASS STUDENTS CAN DO THE INTERNSHIP?**

Students in 2nd, 3rd and 4th grades can do internship. 2 . Year students can do a single internship at the end of the spring semester, 3rd and 4th grade students can do two internships at the end of the spring semester . Students complete their first 20-day internship at the end of the 2nd Year; It is recommended that they do their second 20-day internship at the end of their 3rd year. In case the internships left at the end of the 4th grade are invalid, the student will have to pay a fee for the 9th semester, even if he/she has given all his/her courses, since he/she has not completed his/her internship and he/she will not be able to meet the graduation requirements in the same semester. Students should be cautious in this regard. It should be known that there is no tolerance in the internship evaluations of 4th grade students.

**9. I WANT TO DO AN INTERNSHIP, WHAT SHOULD I DO?**

all kinds of information about what you need to do in order to do an internship from the Internship Directive of the Department of Metallurgy and Materials Engineering on the http://www.mme.sakarya.edu.tr website .

1. Internship Committee Member Res. See. It is necessary to consult with the instructor whether it is suitable.
2. Internship application documents will be taken from our website, filled and signed in order. The explanation form for this process is explained in the 2020 internship application procedures document.

**10. CAN I DO AN INTERNSHIP IN A COMPANY ABROAD?**

Applying for an internship within the scope of ERASMUS (GET INFORMATION FROM ERASMUS COMMISSION). For this, in addition to filling out the internship book in English related to the internship in the company abroad, the same book should be translated into Turkish and submitted to the internship commission.

**11. I DELIVERED MY INTERNSHIP BOOK TO SIGN ANY DOCUMENT**

**DO I NEED TO ROOM?**

The graduation internship report document is sent to the student affairs by the department secretariat for the students who are accepted in accordance with the rules between the specified dates and who have graduated. Therefore, there is no action to be taken by the student after the internship book is delivered.

**12. CAN I DO A MID-TERM INTERNSHIP, EXCEPT SUMMER INTERNSHIP?**

Internships are not available in the interim period. Students who have given all their courses and have graduated can do their internship whenever they want, if they have not chosen a course other than the internship.

**13. I'M IN THE ENGLISH PROGRAM, IS IT OKAY IF I FILL OUT MY INTERNSHIP BOOK IN TURKISH?**

Students studying in our English department are expected to fill in all the documents related to the internship (including the internship book) in **English**.

**METALLURGY AND MATERIAL ENGINEERING DEPARTMENT INTERNSHIP COMMISSION**