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**SAKARYA UNIVERSITY**

**ENGINEERING FACULTY**

**DEPARTMENT OF METALLURGY AND MATERIAL ENGINEERING**

**INTERNSHIP PRACTICE PRINCIPLES**

 **I. PURPOSE**

These application principles are to determine the compulsory internships of Sakarya University Engineering Faculty Metallurgical and Materials Engineering Department students according to the needs and characteristics of the department education and training program.

 **II. INTERNSHIP APPLICATION PROCEDURE**

**Article 1.** In accordance with the internship general principles of Sakarya University and Faculty of Engineering; In order to increase their practical knowledge and skills, each student has to do practical work (internship) for a total of 40 working days, 20+20 working days.

**Article 2.** Internships must be done outside the periods covering the education and exam periods. Internship start dates are updated and announced every year by the dean's internship unit. Internships cannot be started before these dates.

**Article 3. Internship cannot be done on** Saturdays, Sundays and other public holidays.

**Article 4.** Internships must be done in 20 working days without interruption.

**Article 5.** Internships of students who came to our university with vertical or horizontal transfer between 2013 and 2019 and after will not be considered as exemption. Moreover; Having industry experience or still working will not be considered as an internship exemption.

**Article 6.** Inorder for the student to do both internships at the company where he/she does his/her internship,

1. Metallurgy and Material sectors of the company where the internship will be held (Students can find detailed information about the companies where they can do their internship from the frequently asked questions form),
2. The institution where the internship will be held has the status of a large enterprise,
3. Internships will be held in different units of the relevant enterprise,
4. Successful completion of the first 20-day internship of the student,
5. If all the conditions are met and the request is approved by the internship committee, the student submits a petition to the internship commission at the latest 10 working days before the internship start date, together with the necessary attachments from the workplace, in which the student requests to do his second 20-day internship in the same enterprise and states that all of the above conditions are fulfilled. Internship in the company is allowed.

**Article 7.** The **"part to be filled by the student"** section of theinternship application document must **be filled in** by the student in the computer environment. The procedures to be followed are as follows: 1- The student must fill in the application documents completely 2- Go to the Dean's internship unit and have them checked and sealed, 3- Company information must be filled in completely and signed by the authorized person, stamped, 4- Department Internship commission must be signed by the relevant commission member, 5- Student documents must be filled in. It should be submitted to the Dean.

**Article 8.** In line with a decision taken bythe University Administrative Board at the meeting number 404 on 06.08.2009, printed internship notebooks will not be used, instead the departmental books will be used.The internship book printout from the web address will be used.

**Article 9.** This directive covers the internship principles of the Department of Metallurgical and Materials Engineering. However , students must also fulfill other obligations published on the **http://www.mme.sakarya.edu.tr/tr/icerik/6668/8274/internship website.**

**Article 10.** During the internship, it is aimed that the student gains practical knowledge and skills in the basic fields of Metallurgical and Materials Engineering, gains general recognition of materials and systems, and develops their ability to make professional analysis and design. Internships are the activities of factories or businesses in R&D, design, production, control, project, maintenance, repair and/or manufacturing etc. done in their workshops.

**Article 11.** Students who do internship abroad have to submit the Internship Acceptance Form and the Internship Book prepared in English and Turkish to the Department Internship Commission after they have been approved by the internship company. Except for Erasmus, direct internships abroad are not approved.

**Article 12.** Internship notebooks are kept in the Department archive for three years.

**Article 13.** These internship application principles apply to all students.

**IMPORTANT NOTE: At the end of the 2nd Year, students complete their first 20-day internship; 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, even if the student has given all his/her courses, he/she will not be able to get a graduation certificate because he/she has not completed his internship and he/she will not be able to complete a new internship in the same term, therefore he/she will not be able to meet the graduation requirements. Students should be careful in this regard.**

**III. PROCEDURES TO BE DONE BEFORE THE INTERNSHIP**

**1.http://www.mme.sakarya.edu.tr web** address under the internship tab, which also **replaces the internship obligation document.** These forms should be signed by filling in the "ONLY student ID information" of the Internship Acceptance Form, **completely filling in FOUR (4) PIECES, writing the date of the day. When filling out the Internship Start and End Date section in the internship acceptance form, holidays such as National-Religious Holidays, Saturdays- Sundays and summer school dates MUST be taken into account.**

**2.** Together with **FOUR (4)** Internship Acceptance Forms that you will prepare as explained above. These forms must be approved by going to the **“Internship Unit in the Dean's Building” (** room no :1002).

**3.** Submitthese forms, which you will get approved as explained in the two articles above, to the **WORKPLACE where you will do** your internship later. At the workplace where you will do your internship, the field on the Internship Acceptance Form to write the information about the workplace should be filled in handwriting or a stamp containing the workplace information should be printed and the name and surname of the authorized person who will sign/approve the form must be written.

**4.** After your internship is accepted by the WORKPLACE, you must take the Internship Acceptance Form from the workplace and have the forms approved by the “Internship Commission Officer in your Department” research assistant. **2 copies of Identity Cards**

(Driver's *license or any identification will not be accepted),* **2 original/approved Internship Acceptance Forms** (*Photocopy or Fax will not be accepted)* must be personally submitted to the Dean's Internship Unit (room no . 1002 ) **against signature.**

**5** . Before starting the internship; The Internship Book, which will be printed out from the web page of your faculty or your department , must be **signed** by the Department Internship Committee, after filling in the relevant parts of the Internship Book and **affixing a Photograph** to the Dean's Internship Unit.

**6.** Students submit their internship acceptance forms **in order to carry out their insurance transactions.** They are required to submit them to the Dean's Internship Unit **at the latest 10 working days before the** start of the internship (2 originals and 2 copies of the identity card ) .

The order of these transactions is given above in II. The Chapter is referred to in Article 7.

**IV. PROCEDURES TO BE DONE AFTER THE INTERNSHIP**

**1.** Internship notebooks are delivered to the internship commission on the dates announced by the internship commission within the weeks following the start of the fall semester (See IV-2). The student is interviewed by the internship commission regarding the internship on the day he/she submits the internship book. Internship notebooks cannot be submitted before the fall semester starts, except for students who are in the process of graduating and students who will continue their education at a different university with Erasmus or other student exchange programs.

**2.** At the beginning of each semester, on the dates determined by the internship commission and published on the department's website.For the delivery of the internship notebooks prepared in accordance with the internship principles and for the internship interview, the instructors in Table 2 will be applied. Except for the dates that will be published on the department website, no books will be delivered and internships will not be accepted.

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| **TABLE 2.** |
| Res. Assist. Dr. Deniz GÜLTEKİN(Student number ending is odd)Res. Assist. Yunus Emre TANIŞ(Even with the end of the student number) | **1. Teaching Internship Book Delivery** |
| Res. Assist. Dr. Derya KIRSEVER(Student number ending is odd)Res. Assist. Bahadır AYDIN(Even with the end of the student number) | **2. Teaching Internship Book Delivery** |
| Assist.Prof.Dr.Abdulkadir KIZILASLAN | **English Internship Book Delivery** |

**3. http://www.mfstajtakip@sakarya.edu.tr** It is possible to query whether their internship is accepted or not on the web page.

**V. MATTERS TO BE CONSIDERED IN COMPLETING THE INTERNSHIP BOOK**

**1.** The information sections (subject of study, duration as date) on the first page of the internship book and at the top of the inner pages should be filled in clearly and completely.

**2.** The notebook should be filled with a ballpoint pen. It should not be filled in the computer environment.

**3.** The written pages of the internship book should be signed by writing the name and surname of the supervisor at the internship place. One page at the end of the reports you write should remain blank. This blank page and the first page of the book must be stamped by the institution, signed and approved by the authorized person, and should not be used after this page. Books not approved by the workplace or incompletely filled will not be processed. The internship book should be filled in at least as many as the number of days of internship and by specifying the date on a daily basis.

**4. The** information to be written in the internship notebook should not be in the form of lecture notes or book information, but should consist of practical information learned and work done.

**5.** Before the internship notebooks are delivered, the cover must be bound in the form of a binder .

**6.** All documents (figure, table, etc.) to be added to the internship book must be approved by the internship supervisor in the company. Figures, tables, etc. pasted on the pages of the internship book. In case of an internship, it will not be considered as an internship on that day and a missing internship situation will occur. Photos, figures, graphics and tables should be given as Appendices at the end of 20 pages, not on the internship book pages, and should be explained by making reference to APPENDIX 1, APPENDIX 2… on the relevant page.

**7.** Information about the workplace, working subjects and conditions should be given in the "INFORMATION ABOUT THE WORKPLACE" (maximum 1 page) section of the book.

**8.** In terms of occupational safety, worker health, engineering ethics and environmental awareness, the awareness of the enterprise and its remedial views should be reported.

**9. For 20 working days, the** current practices in the business in terms of work flow, time use and efficiency and opinions on their improvement should be stated.

**10.** Both the development of the project and the methods applied during the implementation of the project and the studies done to eliminate the deficiencies should be explained.

**11.** Before submitting the internship notebooks, the student should write their name, surname, number and type of internship ( Metallurgy ) in the upper left corner. Internship-1 or Internship-2 must be written on the top right corner of the passport photo on the first page of the internship notebooks.

**12. The** writings, figures and diagrams in the internship book will be in accordance with the technical drawing rules. Figures and drawings to be added must be given as an appendix. These appendices given on the page should be explained by making reference to them.

**13. If the pages of** the internship book are not enough, the number of pages can be increased by adding paper of the same page size.

**14. The** "Internship Evaluation Form (SDF)" downloaded by the student from the documents under the internship tab of the relevant department web page before the internship is filled in confidentially and approved by the enterprise at the end of the internship. The name, title and task of the approving business official are clearly stated and put in the envelope. The SDF in a closed and approved envelope is delivered to the relevant Department by the student. SDF delivered without approval or in an open envelope will be deemed invalid. In order for the internship document to be evaluated, the SDF must be submitted to the relevant Internship commission member. The student is responsible for following up the delivery of the document to the relevant internship commission member.

**VI. WORKPLACE RESPONSIBILITY**

The workplace is responsible for the execution and conclusion of the internships within a certain program within the determined period in accordance with the purpose.

**VII. STUDENT RESPONSIBILITY**

**1.** Students are obliged to comply with the bylaws, regulations and procedures of the organizations they work for, as they do there. First of all, work is safe, attention should be paid.

**2.** The student will transfer the work, experience and knowledge gained during the internship to the internship notebook. Information that introduces the main production units and auxiliary facilities of the internship company, explains the production process and product, includes the equipment used in production, quality assurance studies and occupational safety studies should be included in the internship book.

**3.** The work done will be recorded in the internship books by specifying the date for each day and will be signed by the relevant unit responsible.

**VIII. EVALUATION OF THE INTERNSHIP**

At the end of the internship, the internship books are examined by the Department Internship Commission and evaluated in accordance with the Internship Evaluation Criteria determined by the Department. The result of the evaluation is recorded in the Internship Evaluation Form . A copy of these forms is kept in the Department Secretariat. The other copy is sent to the Faculty Internship Committee. The Faculty Internship Committee transfers these forms to the Faculty Student Affairs and is placed in the student file.

**IX. EXECUTIVE**

This Internship Application Directive is executed by the Head of Metallurgical and Materials Engineering Department.

**Note: All students studying in the Metallurgical and Materials Engineering program and who will do their compulsory internship must fully comply with these special principles and the General Principles of Internship of the Faculty of Engineering and the announcements of the Department and Dean's Internship Unit.**

**METALLURGY AND MATERIAL ENGINEERING DEPARTMENT INTERNSHIP COMMISSION**