

## Student's Name and Surname

**Place and Year of Birth**

**Faculty Number**

Photograph



## Department

**Internship Branch**

**INTERNSHIP INFORMATION**

Business Name

Address

Phone number

Internship Start Date

Internship End Date

Internship Duration (days)

## Employer or Official

Name and Surname: Signature and Stamp:

**Important Disclosures**

Students are required to complete an internship.

It is mandatory to attend the workplace during the internship.



It has been deemed appropriate for the student to do an internship at the institution listed below.

Internship Place:

Internship Committee Member

Name - Surname : Signature :

**IMPORTANT NOTE FOR THE WORKPLACE**

In case the workplaces have problems with the student, the following e-mail address can be used for complaints.

Email: @sakarya.edu.tr

Work done:

Date: / /

Student's Signature **Internship Supervisor**

Name Surname : Signature :

Work done:

Date: / /

Student's Signature **Internship Supervisor**

Name Surname : Signature :

Work done:

Date: / /

Student's Signature **Internship Supervisor**

Name Surname : Signature :

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## SAKARYA UNIVERSITY ENGINEERING FACULTY

**GENERAL PRINCIPLES OF INTERNSHIP**

## GENERAL PRINCIPLES

**Article-1:** Internships are practical exercises that students have to do in order to reinforce their theoretical knowledge in practice, in accordance with the provisions of SAU Faculties, Schools and State Conservatory Undergraduate Education and Examination Regulations.

**Article-2:** During their 4-year education, the students of the Faculty of Engineering have to do an internship for **40 working days (8 weeks) ,** consisting of two parts of 20 days each (working days) without interruption, in accordance with the internship programs organized according to the characteristics of each department .

**Article-3:** Internship procedures are arranged by the Faculty Internship Commission at the Faculty level.

The Faculty Internship Committee consists of the Heads of the Departmental Internship Committee, under the chairmanship of 1 faculty member assigned by the Faculty Administrative Board. The Commission ensures that the Faculty Internship Principles are carried out in harmony with the departments.

**Article-4:** The Department Internship Committee consists of 1 chairperson and 2 or 3 members appointed for 2 years by the Faculty Administrative Board upon the recommendation of the Department Head. Members can be re-elected.

**Article-5:** Internships are held between the dates determined by the Faculty, apart from the periods covering the teaching and examination periods. In special cases, in order to be able to do internship during the academic year, the student must complete **8 semesters** of education, the approval of the Department Internship Committee and the decision of the Faculty Administrative Board are required.

**Article-6:** Internships are done in public or private institutions on the subjects stipulated by the departments and under the determined conditions. However, in order to be able to do an internship in any institution, at least one engineer who is an expert on the subject of the internship must be working in that institution.

**Article-7:** All internships in the same enterprise are decided by the Department Internship Committee.

**Article-8:** Acceptance of the internship (maximum 20 working days) of the students who come to the faculty through lateral or vertical transfer depends on the decision of the Department Internship Committee.

**Article-9:** Students are obliged to comply with the rules, instructions and orders regarding the working order of the workplaces where they will do their internship. In addition, they must be in the discipline of being a worthy student of our University, otherwise their internships may not be counted.

**Article-10:** Students must submit the Internship Acceptance Forms to be approved by the relevant institution and

specified with the internship dates, so that they can start their internship in places deemed appropriate by their departments.

They cannot start their internship without submitting it to the Dean's Internship Unit. Otherwise, the insurance procedures of the students cannot be made and their internships are not accepted.



# PROCEDURES TO BE MADE DURING THE INTERNSHIP

**Article-11:** The internship book is filled in Turkish with an ink pen in accordance with the rules of writing and painting. The instructions in the notebook are followed and all relevant places are filled. The notebooks of internships abroad can be filled in English. In the internship book, the student has to explain all the issues required in the Department Internship Program in the order specified in the program.

**Article-12:** The student fills the internship notebooks at the workplace during the internship period. At the end of the working period, all pages must be signed by the responsible engineer at the workplace and the first page must be approved and sealed by the workplace official

required.

1. **TRANSACTIONS TO BE MADE AFTER THE**

**INTERNSHIP Article-13:** Internship notebooks are given in person on the dates specified by the Department Internship Committee and during this time, the student defends his/her internship orally before the commission.

1. **DUTIES OF THE INTERNSHIP COMMISSION**

**Article-14:** All internships by department students are planned, implemented and supervised by the Department Internship Committee. The Departmental Internship Committees decide on the acceptance or rejection of the internship made after examining the internship notebooks of each student and the oral exam.

1. **DUTIES OF THE FACULTY INTERNSHIP COMMISSION**

**Article-15:** a)

Announcing the internship places allocated to the faculty students by various institutions and organizations, evaluating the applications and distribution of the students to these places.

1. To be

made for the internship evaluations made by the Department Internship Commissions.

to examine the objections and make a decision to be submitted to the Faculty Administrative Board,

1. To find solutions to other problems not mentioned here regarding internships throughout the faculty.

**Article-16:** Changes to be made in these principles come into force upon the proposal of the Faculty Internship Committee and the decision of the Faculty Board.

