

	PROCEDURE
	FACULTY OF ENGINEERING CREDIT INTERNSHIP

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PURPOSE

The purpose of this document is to set the rules for mandatory internships that the students of the Faculty of Engineering at Özyeğin University must complete, and the assessment of the mandatory internships.

SCOPE

This procedure applies to students and faculty of the Faculty of Engineering at Özyeğin University as well as all staff and units involved in the internship process.

VALIDITY

This procedure shall be effective as of its date of publication. It is revised and updated whenever deemed necessary. The latest and valid version is the one on the system. It is therefore not recommended that this procedure be printed out and used as such. In a case where it is printed out, it is the user's responsibility to confirm the validity of the document by checking the date on the document located on the system and ensuring that they are in possession of the valid version.

ABBREVIATIONS

OzU: Özyeğin University

LEGAL GROUND

This procedure was prepared pursuant to the Rules and Regulations for Undergraduate Programs at Özyeğin

University, which were promulgated in the Official Gazette No:28091, the Graduation Requirements of the Faculty of Engineering, which were specified in the Senate decision No:2011/10, and Article 5 of Law No:5510 which entered into force on October 1, 2008.

ROLES AND RESPONSIBILITIES

As per this procedure, the roles and responsibilities are assigned as follows from the selection of internship sponsors (employers) till the assessment of internship performance.

1. Students: Duly making the necessary applications, notifying the required parties, obtaining approvals for their applications, following up on their applications, and adhering to all of the rules stipulated herein.
2. Department Secretary's Office: Preparing the required documents as per the procedure, following up on the required approvals, notifying the Human Resources Directorate for social security enrollments, performing the required coordination, and managing the internship process in compliance with all other rules within the scope of this procedure.
3. Human Resources Directorate: Completing the social security enrollments, keeping records of required information, and ensuring effective management of all other relevant procedures in compliance with this document.
4. Internship Coordinators: Evaluating and approving the internships completed within the framework of the principles set herein.

TYPES OF INTERNSHIPS AT OzU

1. Mandatory Internship (Credit Internship): This is a required internship students must complete in order to be eligible to graduate from any of the academic programs offered by the Faculty of Engineering.
2. Non-Credit (Optional) Internship: This is an optional internship students may opt to complete, other than mandatory internships. (In non-credit internships, the students' social security premiums are not covered by the University.)

GENERAL PROVISIONS

1. The main objective of the mandatory internship courses offered by the undergraduate programs of the Faculty of Engineering is provide students with practical and technological experience, as well as help them gain experience in interpersonal relations and business management in engineering or technology companies which operate in their respective fields of study. Internships sponsors (employers) must be engineering companies which employ engineers and undertake engineering projects. In addition to this procedure, students must also adhere to the respective academic program's internship procedure and make sure they satisfy all other additional requirements, if any, set based on their academic programs and internship courses.
2. Students must have satisfied all of the pre-requisites set by their academic programs in order to be eligible to take the mandatory internship courses. Students who fail to pass their mandatory internship courses are not eligible for graduation from their academic programs.
3. Students must complete at least 40 business days of mandatory internship in order to be eligible to graduate from any of the programs of the Faculty of Engineering at Özyeğin University. Students who complete their 40 days of mandatory internship earn 6 (ECTS) credits.
4. Students may satisfy the 40-day internship requirement at different employers. The 40-day internship can be completed either in one time, or can be divided into two internship

courses, each with 20-day internship. (Industrial Engineering department students must complete two separate internship courses.)

5. The mandatory internship courses are graded with either a Pass or Fail grade as per the respective rules and regulations.
6. Özyeğin University covers the social security premiums (for up to 40 business days) for the students who complete their mandatory internships.
7. Mandatory internships must be completed from the end date of the spring semester till the start date of the fall semester, as announced in the academic calendar. However, students may also complete their mandatory internships in the fall and/or spring semester, subject to the approval of their internship coordinators, so long as their curricula allow them to spare **a minimum of three full days for internship**.
8. Also, any work performed by the students in the University's research laboratories may be counted towards their mandatory internship requirements so long as the work meets the mandatory internship requirements in length and scope and is approved by the **internship coordinator**.

METHOD

1. Mandatory (Credit) Internship Process

The following process applies to each internship period to fulfill the 40-business-day mandatory internship requirement.

- **Pre-requisites for Internships**

Engineering students must successfully complete the SEC 201 and SEC 202 courses in order to be eligible for mandatory internships.

- **Internship Course Registrations**

For the mandatory internship courses in your programs graduation requirements, you should register for it within the course registration period via SIS.

Students wishing to complete their mandatory internships by the start date of classes in the Fall semester must register for it within the Summer school course registration period.

Students wishing to complete their mandatory internships in the Fall semester (Students must be continue for internship minimum of three full days per week) must register for it within the Fall school course registration period.

Students wishing to complete their mandatory internships by the start date of classes in the Spring semester (winter break) must register for it within the Spring school course registration period.

Students wishing to complete their mandatory internships in the Spring semester (Students must be continue for internship minimum of three full days per week) must register for it within the Spring school course registration period.

Please note that the internship reports of students who have not registered for their internship courses will not be considered.

- **Internship Coordinator's Approval for the Internship Sponsor**

In a case where an engineering student is admitted as an intern by the internship sponsor, the engineer who is responsible for assessing the student's internship ("internship supervisor") must complete and submit the "mandatory internship information form" (Attachment 1) to the student. The student must, then, submit this form to his/her internship coordinator to have her/his internship sponsor approved (excluding IE students). Industrial Engineering students may have their "mandatory internship information forms" approved by their academic advisors. Once the required approval is granted, the student submits the required documents to the Department Secretary's Office. 4

- **Internship Documents**

Students must apply to the Department Secretary's Office for all of the required processes for their internships.

If requested by the internship sponsors, students may obtain a letter from the Department Secretary's Office which verifies that Özyeğin University will cover the students' social security premiums.

Documents to be submitted to the Department Secretary's Office no later than one week before the start of internship:

- Internship application document checklist
- Internship Information Form
- Incentive Form
- Copy of Identity Card
- Certificate of residence (obtainable with barcode from the e-government website)
- Social Security Declaration Form and Letter of Undertaking
- Student certificate (obtainable with barcode from the e-government website)

Should there be any changes to the end date of internship, the student must notify the Department Secretary's Office.

- **Data Entry and Reporting by Human Resources**

The social security proceedings are completed by Human Resources one day before the start of internship. The statement of employment is emailed to the student on the start day of internship.

- **Internship Work**

Students are expected to prepare an Internship Report in which they keep a record of all of the work they have performed. The report template is provided by the University, and may vary depending on the academic program. The Internship Report is made up of two sections: Work Summary and General Report. Under the Work Summary sections,

students summarize the work they performed each day of their internships. The detailed description of work performed, as well as theoretical and practical descriptions are provided under the General Report section. The summary of any user manual or any book/data sheet/specification sheets cannot be used in the Internship Report.

It is recommended that the Work Summary section is completed daily during the internship. The General Report can be written later.

The Work Summary section must be approved, signed, and stamped by the engineer who is responsible for the assessment of the student's internship performance ("Internship Supervisor").

The Internship Evaluation Form must be completed by the engineer responsible for the assessment of the student's internship performance who is specified as "Internship Supervisor" in the Mandatory Internship Information. The Internship Evaluation Form (Attachment2) must then either be submitted to the student in a sealed and stamped envelope or emailed directly to the Department Secretary's Office by the Internship Supervisor. If enclosed in an envelope, the seal and signature must be affixed on the flap. The **start and end dates of internship** on the Internship Evaluation Form and the Internship Information Form must match.

- **Preparation and Submission of the Internship Report**

Students must write their internship reports based on the template defined by their departments, and submit them to the Department Secretary's Office before the **last day for add-drops** announced in academic calendar. Students must submit their internship reports together with the Internship Evaluation Form (attachment 2), which was provided by their internship sponsors in a signed and sealed envelop. The Internship Report must be written in English. Failure to submit the internship report before the due date will render the internship **"unsuccessful"**. **Students who are expected to graduate from the University but only need to have their internship report assessed in order to be eligible for graduation are advised to submit their internship reports to the Department's Secretaries well enough in advance.**

- **Assessment of the Internship Report and Assignment of Credits for the Mandatory (Credit) Internship Course**

The mandatory (credit) internship courses are assigned either a Pass or Fail grade. The internship course(s) you are registered for will be graded after your internship report is evaluated. Internship reports are assessed by the internship coordinators within no later than 8 weeks from the due date for the submission of internship reports. Students whose internship reports are assigned a Fail grade must revise and/or rewrite and re-submit their internship reports based on their advisors' feedback within the given period. The revised/re-written internship reports must be submitted with the required fields signed and stamped. In a case where the revised report is also assigned a Fail grade, the student is considered to have failed the internship, and is required to repeat the internship. In a case where the internship is deemed successful, the credit of the internship is shown on the student's transcript. Grades assigned to internship reports must be submitted to the

Department Secretary's Office by the Internship Coordinator at the end of the assessment period (8th week).

2. Non-Credit (Optional) Internship Process

Students who wish to do a non-credit (optional) internship must apply to the University's Professional Development Team. Students cannot earn credits from their non-credit (optional) internships. These internships are not shown on the transcript. The student's **social security premiums are not covered by the University.**

REQUESTS AND APPROVALS FOR STAYING IN THE DORMS DURING SUMMER INTERNSHIPS

Students who wish to stay in the University dormitories over the course of their summer internships must submit their Internship Acceptance Letter to Dormitory Management. The Internship Acceptance Letter must be issued by the Internship Sponsor (employer) and must include the start and end date of internship. The students must also specify the dormitory and room details in their requests. If the request is approved by Dormitory Management, the students may stay in the dormitories by paying the room rates.

ABSENCE OF APPLICABLE PROVISIONS

In the absence of provisions herein, the provisions of other relevant legislations and the Higher Education Council, Senate, University Executive Board or the respective faculty board decisions shall prevail.