

**SAKARYA UNIVERSITY**  
**FACULTY OF COMPUTER AND INFORMATION SCIENCE**  
**COMPULSORY BUSINEES INTERNSHIP INSTRUCTION**

**FIRST CHAPTER**

**PURPOSE, SCOPE, REFERENCE AND DEFINITIONS**

**I - GOAL:** This directive, in accordance with the relevant items of Sakarya University Undergraduate and Associate Degree Education and Examination Regulations, is to determine the common principles to be followed in the application studies that the students studying in the undergraduate programs of the Faculty of Computer and Information Sciences have to do in order to reinforce their theoretical knowledge in practice

**II- SCOPE:** This directive covers the activities and principles related to the internships of the students studying at the undergraduate programs of the Faculty of Computer and Information Sciences, in their workplaces in the country and abroad.

**III. REFERENCE:** This directive has been prepared in accordance with Higher Education Law No. 2547, Articles 5/b, 87/e of Law No. 5510, Council of Ministers decision published in the Official Gazette dated 13/11/2009 and numbered 27405, Regulation on Social Security Transactions 11/6, and the Article and Sakarya University Undergraduate and Associate Degree Education and Examination Regulations.

**V. DEFINITIONS:** Frequently used words and their definitions in this directive:

- a) University : Sakarya University,
- b) Faculty : Faculty of Computer and Information Sciences,
- c) Intern : Internship student,
- d) Department : Related departments,
- e) Internship Commission : The commission that carries out the internship procedures in the relevant departments,
- f) Internship place /Workplace : It refers to the domestic or foreign institution / organization where the student does her/his internship.

**SECOND CHAPTER**

**GENERAL PRINCIPLES**

**COMPULSORY INTERNSHIP WORK:**

**Item-1 :** Each student must successfully complete the internships according to directives and the provisions of the department internship application principles to gain practical work experience and improve application skills to graduate based on the Sakarya University Undergraduate and Associate Degree Education and Examination Regulations.

**THE FACULTY INTERNSHIP COMMISSION STRUCTURE AND DUTIES**

**Item-2:** Internship procedures are organized 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. He/She is responsible to the Dean of the Faculty in his duties. The term of office of the Faculty Internship Committee is 3 years.

**Duties of the faculty internship commission**

- a) To ensure that the Faculty Internship Principles are carried out in harmony with the departments.

- b) Announcing the internship places allocated to the faculty students by various directives and organizations, evaluating the applications and distributing the students to these places,
- c) Examining the objections to the internship evaluations made by the Departmental Internship Commissions and making a decision to be submitted to the Faculty Administrative Board,
- d) To find solutions to other problems that are not specified in the directive regarding internships throughout the faculty.

### **DEPARTMENT INTERNSHIP COMMISSION STRUCTURE AND DUTIES**

**Item-3 :** The Department Internship Committee consists of a chair and at least 2 members appointed for 3 years by the Faculty Administrative Board upon the recommendation of the Department Head. Members can be re-elected.

#### **Duties of the department internship commission**

- a) All internship activities by department students are planned, implemented and supervised by the Department Internship Commission within the framework of this Instruction and the Department's Internship Practice Principles. The Departmental Internship Committees examine the internship notebooks of each student and decide on the acceptance or rejection of the internship made as a result of the oral exam.
- b) The Departmental Internship Commission makes all kinds of contacts and initiatives with the workplaces to facilitate the students to find the desired internship place. However, the obligation and responsibility of finding suitable internship places rests entirely with the student. The suitability of the place is finalized with the approval of the internship commission.
- c) Each department prepares an internship guide suitable for its own needs and announces it on the department web page. In This Guide;
  - Description of internships
  - Purpose and expectation of internships
  - Predicted criteria for suitable internship places at each internship stage
  - Selection of internship place, application for internship and department approval
  - The format of the internship book, the writing rules, the approval of the content and the delivery time
  - Evaluation of the internship work by the workplace and conveying the evaluation results to the department
  - The subjects of the internship are evaluated by the department and recorded in the transcript. All the conditions and rules are explained. In the annex of the guide, there are examples of the Internship Acceptance Form, the Internship Notebook and the Internship Evaluation Form.

### **INTERNSHIP DURATION**

**Item-4 :** Students of the Faculty of Computer and Information Sciences are required to do an internship for 40 working days (8 weeks), consisting of two parts of 20 days (working days) without interruption, in accordance with the internship programs organized according to the characteristics of each department. All internships in the same enterprise are decided by the Department Internship Committee. In order to be able to do the first internship, the student must have taken all the courses of at least the first four semesters within the framework of his/her department's program.

**Item-5 :** Internships are held outside of the teaching and examination periods and between the dates determined by the Faculty Internship Commission. In special cases, in order to be able to do internship during the academic year, the student must complete **8 semesters** of education.

**Item-6 :** In extraordinary cases, the total duration of internship and the conditions of internship are determined by the Faculty Administrative Board upon the reasoned suggestions of the Faculty Internship Commission.

## **DETERMINATION OF INTERNSHIP PLACES**

**Item-7 :** 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.

**Item -8 :** Intern students cannot start their internships without submitting the Internship Acceptance Forms to the Dean's Internship Unit, which will be approved by the relevant institution and whose internship dates are specified, so that they can start their internship in places deemed appropriate by their departments. Otherwise, the insurance procedures of the students cannot be made and their internships are not accepted. "**Work Accident and Occupational Disease Insurance**" is taken out by the Faculty for each intern student within the scope of the Social Insurance and General Health Insurance Law No. 5510.

## **BUSSINESS RESPONSIBILITIES**

**Item-9 :** The workplace authorities are expected to guide the trainee students participating in the internship in a way that will improve their professional practices. Workplaces are responsible for applying and providing Occupational Safety rules in internship studies.

## **INTERN STUDENTS RESPONSIBILITIES**

**Item-10 :** Every intern student is obliged to comply with the working and safety rules, order and discipline of the workplace and to carefully use all kinds of places, tools, materials, machines, tools and equipment used in the workplace. Any responsibility arising from the failure to fulfill these obligations belongs to the student. In this case, action is also taken against the student in accordance with the Higher Education Institutions Student Disciplinary Regulation.

## **V- TASKS TO BE DONE DURING THE INTERNSHIP**

**Item-11 :** If the education language is English, then the internship book is filled with original sentences in English in accordance with the rules of writing and painting, with an ink pen. The instructions in the notebook are followed and all relevant places are filled. 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.

**Item -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 and last pages must be approved and sealed by the workplace official.

## **EVALUATION OF INTERNSHIP**

**Item -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 in front of the commission.

**Item -14 :** The "Internship Evaluation Form (IEF)", which is delivered to the student from the relevant Department before the internship, is filled in confidentially and approved by the company 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 Internship Evaluation Form in a sealed and approved envelope is sent to the relevant Department by the student. An IEF delivered without approval or in an open envelope is considered invalid. In order for the internship books to be evaluated, the IEF must have come to the relevant Department. The student is responsible for following up the delivery of the document to the relevant Department.

**Item -15 :** The internship grade of the student is given as a result of the interview made by the internship commission, together with the evaluation points in the Internship Evaluation Form filled by the enterprise.

**Item -16 :** As a result of the evaluations, students whose internships are "successful" are converted to "YT" grades in their grades. Students who are "unsuccessful" have to repeat their entire internship. Evaluation results are announced within the 10th week of the following semester at the latest and forwarded to the dean's office by the department chair.

**Item -17 :** The 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 Internship Committee of the relevant Department. In order for the Internship to be accepted:

- The student must apply to the department internship commission with a document showing the name, place and date of the internship.

- In addition, it must be done within 10 years from the date of the internship.

**Item -18 :** The student can do internship within the scope of Erasmus Internship Mobility or in the enterprises he/she finds abroad with his/her own means. Approval of the Departmental Internship Commission is required for internship applications abroad. Internships abroad must be carried out in accordance with the Department's Internship Practice Principles and the provisions of this instruction.

**Item -19 :** The departments determine their own internship application principles in a way that will respond to the needs and characteristics of the education and training program carried out, provided that they are not contrary to the provisions of this instruction, and submit them to the Faculty Board for approval in the form of "Departmental Internship Application Directive".

**Validity:**

**Item -20 :** This directive becomes valid on the date it is accepted by the Faculty Board of our Faculty.

**Enforcement:**

**Item -21 :** The provisions of this directive are executed by the Dean of the Faculty of Computer and Information Sciences.