

ISTANBUL ŞEHİR UNIVERSITY
COLLEGE OF ENGINEERING AND NATURAL SCIENCES
DIRECTIVES FOR INTERNSHIP

1. An appropriate enterprise/organisation, in the field(s) approved by the respective department(s) of study, must be contacted at least three months prior to the desired date of commencement of internship.
2. In case an official document is required by the enterprise, this document will be prepared and certified by the faculty secretary.
3. Internship forms are provided by the faculty secretary.
4. Total duration of the internship must be at least 50 workdays, consisting of a 25-workday session at the end of sophomore year and another 25-workday session at the end of junior year. Each session may be completed at a different enterprise.
5. A separate internship report must be submitted for each internship session completed at a different enterprise.
6. Internship reports:
 - must be no more than five pages.
 - must focus on the intern's work during the internship session, keeping general information about the enterprise brief, although company brochure and other related documents may be submitted as attachments.
 - must be prepared in English.
 - must be submitted as computer printouts.
7. The *Intern Assessment Form*, the *Internship Report Evaluation Form*, and the front page of the internship report prepared by the intern must be signed and certified by a relevant personnel at the enterprise on completion of the internship session.
8. A Turkish translation of the report may be attached and approved by the personnel, in case of his/her lack of proficiency in English.
9. The *Intern Assessment Form* is to be completed by a relevant personnel at the enterprise and is to be handed over to the intern in a sealed envelop.
10. The internship report, the *Intern Assessment Form*, and the *Internship Report Evaluation Form* are to be submitted to the internships supervisor at the student's department, within the first two weeks of the following semester after the internship.
11. Internship reports will be evaluated by the internships supervisors, latest by the end of the semester and internship periods that are considered valid will be announced to the students.
12. Students who fail to complete the required minimum duration of internship will not be able to graduate.
13. Internship reports and other related documents will be archived until the student graduates.