Yeditepe University

**Faculty of Engineering**

**Compulsory Internship** Information Note

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|  | Graduate student at the end of **2020 Spring** or **2020** **Summer** semesters | Graduate student at the end of **2020 Fall** semester | Graduate student at the end of **2021 Spring** or **following** semesters |
| **Internship Types** | 1. Traditional internship 2. Remote internship a 3. Converting the volunteer internship to compulsory b 4. Project-based internship c 5. E-seminar internship d | 1. Traditional internship 2. Remote internship a 3. Converting the volunteer internship to compulsory b | ONLY  Traditional internship |
| a Agreed that the company provides documentation on the implementation.  b Agreed that an internship report is issued and approved by the company.  c In the fields of system design, simulation, or application in the relevant engineering field.  d Organizing e-seminars once a week and four times in total in the relevant engineering field. | |
| **Internship Dates** | Registered to a course at the summer school  **24 Aug - 18 Sep 2020**  If not  **6 Jul - 18 Sep 2020** | Registered to a course at the summer school  **24 Aug - 18 Sep 2020**  If not  **6 Jul - 18 Sep 2020**  or following the **2020 Fall semester** x | Following the **2020 Spring semester** x  x The date range will be announced when the relevant academic calendar is announced. |
| The student sets a start-end date that delivers **20 working days** within the applicable date range. | | |
| **Before Internship** | The student applies to the department secretary **at least 10 days before** the internship start date with a petition explaining his/her status and stating the preferred internship type and date and with complementary documents in its annex.  Documents for traditional or remote internships: Yeditepe University Internship Application Pack. | | |
| for other internships: Department Internship Application Pack.  The application is made through the e-mail account of the student with the extension @std.yeditepe.edu.tr | | The application is made by the student by hand. |
| **After Internship** | The internship report is written and filled out by the student electronically **in accordance with the report writing format.** | | |
| The report is signed by the company representative electronically\* for the traditional or remote internship or transformation to compulsory internship.  The report is signed by the department chair electronically\* for other internship types.  \* Electronic signing is performed on the pages of the report in pdf file using the "Sign" tool of the free "Adobe Acrobat Reader" software.  The signed report is delivered by uploading onto the Coadsys system as **a pdf file** under the "XXX400 Summer Practice" course page.  The intern evaluation form is filled out electronically by the company representative or department chair regarding to the internship type and sent to the department secretary by e-mail. | | The report print out is signed wet by the company representative.  The signed report is delivered to the department secretary by hand.  The intern evaluation form is filled by the company representative and mailed to the department in a closed envelope. |

Updated on 12 June 2020