

BASKENT UNIVERSITY
SENATUS CONSULTUM ANNEX

NUMBER OF MEETINGS	NUMBER OF DECISIONS	ARTICLE NUMBER	ANNEX NUMBER	DATE
233	863	7	6	23th of May 2019

FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF TECHNOLOGY AND INFORMATION MANAGEMENT
COMPULSORY SUMMER INTERNSHIP DIRECTIVE

Part One

Purpose, Scope and Definitions

Purpose

ARTICLE 1- (1) The purpose of this directive is to determine and regulate the implementation of the basic principles, rules and methods regarding the planning, execution and evaluation of the compulsory summer internship that Baskent University Faculty of Economics and Administrative Sciences Department of Technology and Information Management students will do in their workplaces.

(2) The purpose of the compulsory summer internship is to enable students to strengthen their theoretical knowledge and skills in the courses they have taken by applying them in the workplaces in the relevant sector, to develop their correct decision-making skills and to gain experience in the job.

Scope

Article 2- (1) This directive covers the activities and principles related to the compulsory summer internship that Baskent University Faculty of Economics and Administrative Sciences Department of Technology and Information Management students will do at workplaces in the relevant sectors domestically or abroad.

(2) Students who will do an internship abroad can benefit from Erasmus internship mobility. The student meets with the relevant Erasmus Coordinator for this. In transactions, the provisions of the Baskent University Exchange Programs Directive are applied.

Definitions

Article 3- (1)

University: Başkent University,

Faculty: Faculty of Economics and Administrative Sciences,

Department: Technology and Information Management Department,

Compulsory Summer Internship: The work done by the students of the Faculty of Economics and Administrative Sciences, Department of Technology and Information Management, in the workplace in the relevant sectors in Turkey and abroad, excluding the educational practices during the academic year,

Internship Place: Domestic and international organizations in the relevant sectors where the students of the department do their internship,

Coordination Office of Department Compulsory Summer Internship: It refers to the team established to organize and carry out internship studies, which consists of at least 3 academic staff, one of which is the chairman appointed by the head of the department.

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Part Two

Principles of Compulsory Summer Internship and Selection of Location

Article 4: Each student has to do an internship for at least 20 working days during their education period. The internship is coded TBY403 and is done after 6 semesters of courses. Since the internship work is qualified as a compulsory course by the 'Baskent University Associate Degree and Undergraduate Education and Examination Regulations, the 'TBY403 Summer Internship' must be taken during the first semester registrations following the completion of the internship. The internship of a student who does not enroll in the TBY403 coded course, in return for their internship, is not taken into consideration that semester.

Article 5: (1) The internship studies of the students are organized and carried out by the internship coordination office. The internship coordination office consists of at least 3 instructors with the Head of the Department.

(2) Duties of the Compulsory Summer Internship Coordination Office:

- To plan, conduct, and evaluate departmental compulsory summer internships,
- To examine and approve the appropriateness of summer internship places that students will find with their initiatives, and to announce the approved compulsory summer internship places,
- To research and/or help students find places where they can do compulsory summer internships, in line with their demands,
- To ensure that the necessary correspondence is made with the relevant organizations about the summer internship places,
- To carry out the mandatory summer internship change requests of the students by the directive,
- To evaluate the completed compulsory summer internship reports on time and make grade entries.

Article 6: At the end of the internship, each student is obliged to ensure that the Internship Evaluation Form, which will ensure that the work and studies are evaluated by the workplace authorities, is submitted to the Head of the Department in a filled and approved form and a sealed envelope, bearing the workplace stamp.

Article 7: (1) Students must abide by all the rules and regulations of the institution where they are doing their internship.

(2) Students are obliged to comply with the provisions of the 'Higher Education Institutions Student Disciplinary Regulations' during their internship.

(3) Students are personally responsible for all material and moral damages that they may incur in the internship places during the internship.

(4) Students' financial relations with the institutions where they do their internship do not bind Baskent University.

(5) These principles are exactly valid for students who will do internships abroad.

Article 8: A student who does not fulfill all the internship obligations, stated in the internship guide of the department, and whose internship studies are not evaluated with the 'successful' grade by the provisions of the 'Baskent University Associate and Undergraduate Education and Examination Regulation' cannot be given any document regarding their graduation.

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Article 9: Students who will do internship are expected to know first of all the business life in the workplaces they will work in, and for this reason, they are expected to work like an employee in the workplaces, obeying all the conditions and rules of the workplace.

Article 10: Internship is done in the information technology departments of companies operating in the informatics and production sector, or in the information technology departments of public institutions and organizations or other companies operating in the private sector. The said enterprises may be domestically or abroad, owned by the public or private sector.

Article 11: Workplaces that do not have an institutional identity as described above, that are purely marketing-oriented, do not have at least one of the project-design-software development-research functions and facilities are not deemed appropriate and approved for internship.

Article 12: Studies that are not related to Technology and Information Management disciplines, do not involve active work, and are only courses, are not considered as internships and are not approved.

Part Three

Application of Compulsory Summer Internship and Insurance Transactions

Application:

Article 13: Internships are normally done during the summer holidays. Internship dates for students who take courses from summer school cannot be before the summer school term. In addition to this, internships can be done outside of summer holidays, if deemed appropriate by the Head of Department.

Article 14: The responsibility of finding the workplace for the internship belongs to the student who will do the internship. Students apply with a petition to the Internship Coordinator for the approval of the workplace they have found. In the petition, some information about the workplace (telephone, fax, address, web address, etc.) and the dates of internship are specified. (ANNEX1) Students, whose applications are approved, are given an official letter addressed to the workplace and a blank evaluation form to be filled out by the workplace. (ANNEX-2 and ANNEX-3). In addition, students personally apply to the relevant department with a photo and a photocopy of their identity card, latest 1 week before starting their internship, in order to make their insurance entry procedures. The student cannot apply for an internship without performing these procedures.

Article 15: The internship of a student who does not submit his internship reports to the Department Head within the 3rd week of the semester following the end of the internship at the latest, or does not ensure that the approved Internship Evaluation Form is delivered to the Department Chair (by hand or by mail) until the beginning of the 9th week of the relevant semester, is considered unsuccessful.

Article 16: The Internship Evaluation Form filled out by the workplace must be sent to the Head of Department by the workplace. The student is obliged to monitor and learn whether this form has reached the Head of Department or not. Forms brought in hand must be in a sealed original envelope. Otherwise, the form is considered invalid.

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Insurance Transactions

Article 17: Baskent University does not pay any internship fee to students during their internship. The financial relations between the students and the workplaces where they do their internship do not bind Baskent University in any way.

Article 18: (1) Due to the amendment made in the item (b) of paragraph 1 of Article 5 of the Social Insurance and General Health Insurance Law No.5510, the monthly insurance premiums of the students who will apply for compulsory internship are paid by Baskent University. It is the responsibility of Baskent University whether or not to pay the student premiums, which are only paid after all procedures are fulfilled.

(2) For each student, Baskent University Personnel Department enters the system over the existing Social Security Institution (SSI) number, if any, or over the new SSI number.

(3) If the student is insured, a declaration of employment is issued and notified to SSI.

(4) Students who have completed their internship are prepared a Workplace Exit Declaration and notified to the relevant institutions within the legal period.

Part Four Attendance and Evaluation in Internship Work

Attendance:

Article 19: As a general rule, it is essential that internships are carried out at once during the summer months. The internship is evaluated over the actual working day. Attendance is mandatory during the internship. Students who do not attend the internship without an excuse get an F2 grade. During the internship, no daily leave can be taken, but hourly leave can be used when necessary. The total duration of hourly leaves to be used cannot exceed 8 hours. A maximum of 2 days absenteeism can be made by obtaining a report from a fully equipped hospital or health center. In this case, the internship should be extended by this time.

Article 20: The days that students stop working for internship for reasons such as; sickness, public holidays, strike, closure of the workplace, etc. are not counted as the duration of the internship. In such cases documented by the students, in line with the recommendation of the department's compulsory summer internship coordinator, the remaining duration of the internship, which was interrupted with the decision of the Faculty Administrative Board, is completed by determining the place and time.

Article 21: The internship period of the students who request to change their internship place, except for the compulsory reasons stated in Article 20 of this directive, is not taken into consideration. The student is considered to have resumed the internship in such changes in the internship place. If the request for change of the internship place in this situation exceeds the date on which the grades are finalized in the academic calendar, the internship place change request of the student will not be accepted or the internship will be cancelled.

Internship Reports:

Article 22: Internship reports are prepared in accordance with this directive. Reports that do not comply with these conditions are not evaluated and the internship is deemed unsuccessful.

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Article 23: Reports are written on white papers in A4 format, 2,2 cm on the top-bottom and right, 3 cm on the left, using 12-point Times New Roman fonts, in single line spacing (inside the paragraphs), justified and indent, and shall not exceed It can be 15 pages. Page numbers are given to each page.

Article 24: Report sections are numbered numerically using Latin characters (such as 1., 2., 3.). Subsections should be numbered similarly (such as 1.1, 1.2, 1.3). Subject titles are put in all sections and subsections. Main section titles are written in capital letters. In the subsections, it goes down to 3 levels at most (like 2.1.1). Subsequent subsections are indicated using lowercase letters if necessary (such as (a), b) c)).

Article 25: Written internship reports start with the cover page, and after the 'Table of Contents', the context part is written. If deemed necessary, attachments may also be included in the written report. The mentioned appendices are divided into Appendix-1, Appendix-2 and the section numbers of these appendices, if any, are numbered in the format E.1, E.2. No unnecessary information and document may be included in the report and its annexes.

Article 26: Internship report must be submitted in spiral.

Evaluation and Objection to Results

Article 27: The internship studies of the students who did not register for the course in due time, although they had an internship, are evaluated by grading at the end of the first semester following their registration for the course. The student is responsible for the postponement of graduation that this situation may cause.

Article 28: Each student is obliged to prepare the internship report regarding the internship they have done and submit it to the Head of Department. Students who do not submit their internship report to the Head of Department within due time will be deemed invalid and unsuccessful in their internship work. The internship report is submitted to the Head of Department within the 3rd week of the semester following the end of the internship at the latest.

Article 29: The adequacy of the internship report is evaluated by the internship coordinator or the lecturers assigned from the relevant department. The results are announced until the 12th week of the evaluated period.

Article 30: The objection to the evaluation results of the internship studies, as in the other courses, is made by a written application to the Head of the Department within the period specified in the legislation. The objections made are decided by the department chair, after taking the opinion of the department's internship coordinator.

Article 31: Students who fail the TBY403 course re-do their internship in another workplace.

Article 32: This directive takes effect from the fall semester of 2019-2020.

Article 33: For the cases related to internship and internship evaluation results that are not included in this directive, the provisions of Baskent University Associate Degree Education and Examination Regulation are applied.

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Article 34: The provisions of this directive are executed by the Dean of the Faculty of Economics and Administrative Sciences of Baskent University.

(ANNEX-1 PETITION)

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TO THE FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF TECHNOLOGY AND INFORMATION MANAGEMENT

I am the student of your department's class, my student Number is The following organization, which I applied to do my TBY403 internship, considers this application appropriate. I submit to your consent.

Best regards,

Name Surname:

Signature:

Organization Name:

Organization's Address:

Main Field of Interest:

Website:

Phone number:

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TO THE DEPARTMENT OF TECHNOLOGY AND INFORMATION MANAGEMENT

Our commission has approved the internship of the mentioned student with the number TBY403 at the specified workplace. Regards,

Head of Internship Committee

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ANNEX: 2 INTERNSHIP INSTITUTION LETTERS

Issue:

Subject:

Date:

TO WHOM IT MAY CONCERN

The aim of the TBY 300 Summer Internship course in the Technology and Information Management Department curriculum is to increase students' professional knowledge and skills. Students whose compulsory insurance transactions for the internship period are carried out by our Institution within the scope of the 'Social Insurance and General Health Insurance Law numbered 5510', carry out the internship practice for 20 working days in the summer period.

We ask you to evaluate the internship application of the 3rd class studentin our department, whose student number is, and the "Internship Evaluation Form" in question is attached. I kindly request you to inform us about the date when the mentioned student will start the internship and the acceptance of the internship application.

Prof. Dr. H. Okan Yeloglu
Head of Department

Annex: Internship evaluation form

Annex 3

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Summer Practice Evaluation Form (TBY403)

Name of Trainee

Student ID Number.....

of Years in the Dept.

Permanent Address

Phone Number

This Section Will Be Filled-up by the Establishment

Name of the Establishment

Address

Phone / Fax Number Fax:.....

Web Address of the Establishment:

Authorized Record Keeper of Trainee

e-mail Address of the Record Keeper

Starting Date:

Completion Date:

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Evaluation

	Perfect	Good	Satisfactory	Poor
Self confidence				
Initiativity				
Interest, work attitude				
Creativity				
Communication with superiors				
Communication with colleagues				
Punctuality				
Responsibility				
Fulfilling the duties				
Overall Evaluation				

2. Please state your comments and suggestions on the progress of the trainee.

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3. Would you consider employing this trainee again ? *Yes No*

4. Would you consider employing trainee from our university next year? *Yes No*

Evaluator

Name, Surname

Signature

Title

Date

e-mail