

ALTINBAŞ UNIVERSITY
VOCATIONAL SCHOOL OF HEALTH SERVICES
INTERNSHIP DIRECTIVE

PART I

Objective, Scope, Basis and Definitions

OBJECTIVE

Article 1 –

On-site training during the semester and summer internship shall be an integral part of associate's degrees offered by Altınbaş University Vocational School of Health Services. Accordingly, this Directive comprises the following objectives;

- 1.1. To establish the rules and principles governing the internship obligation set forth by vocational school curriculum,
- 1.2. To ensure that students enrolled in Vocational School of Health Services use the theoretical and practical knowledge they gained during classes in a number of fields of practice like health units, clinics, polyclinics, health centers, laboratories, archives and in similar activities,
- 1.3. To equip students with the necessary practical and professional skills; introduce them to professionally relevant machines, devices and equipment and provide them with the necessary information on how to operate them; help them get to know their future job environment and have a sense of understanding in relation to collaboration and harmony required by the workplace environment.

SCOPE

Article 2 – This Directive comprises rules and principles regarding the internships which will be carried out by Vocational School of Health Services students in units/department associated with Altınbaş University, or in national and international healthcare facilities approved by the Office of Vocational School Director.

BASIS

Article 3 – This Directive has been drawn up in accordance with Article 7 / sub-article (a) of the regulation on “Basis and Procedures Covering Practical Training and Internship of Vocational School Students Studying within the Specified Professional and Technical Education Sites” which has been published in Official Gazette Issue No. 24762 of May 22, 2002.

DEFINITIONS AND ABBREVIATIONS

Article 4 - The following terms used in this Directive has the meanings specified;

1. **University:** Altınbaş University,
2. **Department / Program:** Each department / program in Altınbaş University Vocational School of Health Services,
3. **President:** President of Altınbaş University,
4. **Vocational School:** Altınbaş University Vocational School of Health Services,

5. **Administrative Board:** Administrative Board of Altınbaş University Vocational School of Health Services,
6. **Vocational School Director:** Director of Altınbaş University Vocational School of Health Services/Altınbaş University Vocational School of Health Services Director's Office,
7. **Internship Committee:** Committee consisting of faculty members (assigned by the Director of Altınbaş University Vocational School of Health Services) in academic programs requiring a compulsory internship,
8. **Chair of the Internship Committee:** Chair selected by the Director of Altınbaş University Vocational School of Health Services, from among the members of Internship Committee,
9. **Internship Unit Supervisor:** The person who is responsible for ensuring proper management of the internship process and effective communication with the Vocational School. The internship unit supervisor shall also inspect students' internship work when required.
10. **Internship Program:** 30-day summer internship program and a 14-week (a day per week) on-site training during the semester that should be carried out by students enrolled in Vocational School of Health Services programs,
11. **Student Intern:** Student studying at Altınbaş University Vocational School of Health Services,
12. **Host Institution:** National or international public and private healthcare facilities/institutions recognized by Vocational School of Health Services Administrative Board for the intern's training,
13. **Insurance:** "Insurance against Work Accidents and Occupational Diseases" set forth in Law No. 5510 on Turkish Social Security and Universal Health Insurance published in the Official Gazette Issue No. 26200 of June 16, 2006,
14. **Program Internship Advisor:** Student advisor,
15. **Internship Report Folder:** Internship folder comprises ANNEX-1, ANNEX-2, ANNEX-3, ANNEX-4, ANNEX-5 and ANNEX-6.

PART II

ROLES AND RESPONSIBILITIES

Article 5-

5.1. Roles and Responsibilities of the Internship Committee shall be as follows:

5.1.1- Planning, coordinating and implementing internship programs in collaboration with faculty members; setting up an internship calendar; evaluating the relevance of internship sites (host healthcare facilities/institutions); changing internship dates when necessary; carrying out the internship exemption procedures; notifying the Office of the Vocational School Director of healthcare facilities/institutions chosen for hosting interns at least one month prior to the start of the internship; and evaluating student internship work.

5.1.2 - Providing students with the necessary information and guidance regarding internship programs in collaboration with the program internship advisor,

5.1.3 - In case that the internship diary is considered to be inadequate (incomplete or incorrectly written) by the Internship Committee, student may be asked once to correctly rewrite it.

5.1.4 - Internship committee is entitled to conduct an onsite inspection whenever deemed

necessary.

5.1.5 - Internship Committee shall submit in writing their evaluation of internships to the Office of the Vocational School Director.

5.2. Roles and Responsibilities of the Chair of the Internship Committee shall be as follows:

5.2.1- Submit the reports sent by Internship Committee to the Office of the Vocational School Director,

5.2.2 - Submit curriculum improvement proposals to the Office of the Vocational School Director based on the healthcare needs identified through the inspections of the Internship Unit Supervisor and the Program Internship Advisor.

5.3. Roles and Responsibilities of the Program Internship Advisor shall be as follows:

5.3.1 - In cooperation with the Internship Committee and Internship Unit Supervisor, provide students with internship committee-approved documents and detailed information on internship programs at least four week prior to the beginning of the internship,

5.3.2 – Provide students with all documents and information submitted by the Internship Unit Supervisor,

5.3.3 – Investigate the relevance and working conditions of the host company/institution/department in case it is found by the student himself/herself,

5.3.4 – Ensure that the format of ANNEX-3.a Internship Diary is compatible with the provisions of this Directive, and ensure that the student submits the Internship Diary within the deadline following the end of his/her internship,

5.3.5 – Ensure that ANNEX-3 Course Evaluation Form is fully completed,

5.3.6 – Ensure that ANNEX-7 Internship Diary Submission List is properly completed and submitted to the Internship Unit Supervisor in a timely manner,

5.3.7 – In case of summer internships, scan the Internship Report Folder within 20 (twenty) days from the end of internship and submit it to the Internship Unit Supervisor. If the student has carried Semester on-site training, then the Internship Report Folder shall be scanned and submitted to the Internship Unit Supervisor before the last day of finals week as stated in the academic calendar.

5.4. Roles and Responsibilities of the Internship Unit Supervisor shall be as follows:

5.4.1 – Ask Program Chairs to submit a list of quota regarding students who will carry out an internship Program,

5.4.2 – Send the exact number of prospective interns to the host institution and monitor the process,

5.4.3 – Submit a list of internship quota sent from government agencies to the Program Chair,

5.4.4 – Check the Internship Start Forms (ANNEX-2) which must be completed by students as well as Internship Admission Requirements and Transcript (ANNEX-3), scan these documents and email them to the Program Internship Advisor.

5.4.5 – Send the forms included in ANNEX-2 to the Human Resources Department via internal mail at least 2 weeks before the start of internship so that the HR can start student insurance procedures.

5.4.6- Send student's insurance policy statement to the Program Internship Advisor at least one day prior to the start date of internship.

5.4.7- Send student's insurance policy statement to the Program Internship Advisor at least one day prior to the start date of internship,

5.4.8- Regularly monitor student performance at on-site training areas during the semester, fill out the Internship Monitoring Form (ANNEX-6) and send them to the Program Internship Advisor before the end of student's internship.

5.4.9- Investigate whether any issues exist between intern students and host institutions during the course of internship, if so, notify the Chair of the Internship Committee of the situation in writing within 3 days maximum from the date when these issues have been detected and provide plausible solutions,

5.4.10- Draw up reports at the end of each semester covering the improvement of academic programs/curriculum/instruction in accordance with the healthcare needs through conducting observations and research; in line with the aforementioned purpose, submit proposals to the Chair of the Internship Committee,

5.4.11- Take delivery of the previously approved Internship Diary Submission List in ANNEX-5.a; initiate the cancellation process and notify the Chair of the Internship Committee and Program Internship Advisor;

5.4.12- Digitally archives the Internship Report Folder which is received from the Program Advisor.

5.5. Roles and Responsibilities of the Student Intern:

5.5.1. Student interns must carry out the tasks defined by their employers in a timely and complete manner, and abide by the provisions of the Internship Directive drawn up and approved by the Internship Committee.

5.5.2. Fill out the Internship Start Forms in ANNEX-2 fully; have them approved respectively by the Internship Supervisor and the host institution. Once the documents are approved by the host institution, student shall submit them for approval from Program Internship Advisor and the Chair of the Internship Committee. Approved documents must be submitted to the Internship Unit Supervisor at least 2 weeks prior to the internship start date.

5.5.3. Student interns shall not be allowed to change their choice of internship term and Host Institution without prior approval from the Internship Committee. In case of cancellation of internship, the Internship Cancellation Form in ANNEX-5.a shall be completed and submitted to the Internship Unit Supervisor (after having it approved by the Program Internship Advisor) before the end date of internship.

5.5.4. Students shall be responsible for providing documents required by the host institution such as supporting forms, statement of health, bank account details in a timely manner.

5.5.5. Student interns must abide by the dress code regulations and employee code of conduct adopted by their host institutions (Hospitals, maternity wards, emergency rooms etc.).

5.5.6. Each student intern must follow workplace and safety rules & regulations at host institutions, and pay strict attention when using any work-related tool, device, material, item and equipment. Student intern shall be held liable for any loss or damages arising or resulting from improper use of the aforementioned items. Student interns shall be subject to disciplinary action as per the Disciplinary Regulation for Higher Education Institutions for failing to abide by these rules and regulations, thus causing loss or damage to host institutions' property.

5.5.7. Students shall be responsible for providing the Program Internship Advisor with their Internship Folder along with all its annexes (ANNEX-3) in accordance with the dates stated in Article 6.9.

5.5.8. Student interns shall be subject to the provisions of the Disciplinary Regulation for Higher Education Institutions published in Official Gazette No. 28388 of August 18th, 2012 during the internship period.

5.5.9. The recognition of student medical certificate shall be subject to the provisions of Altınbaş University Directive for Student Health Services.

PART III

Guiding Principles for Internship

Article 6-

6.1 - Internship Admission Requirements: In order to carry out internship during the summer term of the first year, a student must have a minimum GPA of 1.80 for compulsory major area courses (First and second semester GPA). For internships to be carried out during the summer term of the second year, the overall GPA of the student must be at least 2.00 by the time s/he would apply for internship. Students must fill out the Internship Admission Requirements form and Student Transcript in ANNEX-3.b, and Internship Start Forms in ANNEX-2 fully, and have them approved respectively by the Internship Supervisor and the host institution. Once the documents are approved by the host institution, students shall submit them for approval from Program Internship Advisor and the Chair of the Internship Committee. Approved documents must be submitted to the Internship Unit Supervisor at least 2 weeks prior to the internship start date. In case that the student has not yet received his/her transcript when s/he submits Internship Start Forms, the internship will be deemed valid provided that the transcript is included in the Internship Report Folder at the end of internship. In the event that the internship is deemed invalid, the student shall be responsible for paying insurance premiums and possible training fees for his/her next internship.

6.2. Internship Period and Duration, Host Institution:

6.2.1- Internship periods shall not coincide with regular education period and examination periods, except for special cases which shall be subject to Vocational School Administrative Board's approval. In case work conditions in host institution are not considered appropriate, students may be allowed to carry out internships (except on-site training during the semester) within the above mentioned periods provided that they do not hinder student learning and education. In the event that a student, who has completed all courses, but hasn't started his/her internship yet, s/he shall be allowed to start his/her internship at any given time.

6.2.2 – Students can start their summer internships after the end of Spring Semester finals week, at the earliest. Summer internships must be completed, at the latest, at least one week before the registration week. Summer internship must be carried out within the summer period as stated in the academic calendar.

6.2.3 – Students shall carry out their internships at public/private healthcare institutions/organizations of their choice (students are required to find an internship by their own means), which comply with professional standards deemed appropriate by the program internship committee.

6.2.4 – Students shall obtain approval from the Internship Program Advisor prior to the beginning of their internships. No student shall be allowed to do an internship at an institution of his/her choice without the approval of Internship Program Advisor.

6.2.5 – Students shall not be allowed to change the Host Institution and the duration of internship once the internship starts.

6.2.6 – In order for Vocational School of Health Services students can be eligible to earn an associate's degree, they shall be required to carry out a 30-business day internship at healthcare institutions/organizations deemed appropriate by the Internship Committee. Internships shall be carried out from Monday to Friday under normal circumstances. Student interns who are required to work also on Saturdays must notify the internship committee of such requirement as

well as 24-hour duties and the total hours of compulsory internship before the end of internship application period and indicate these requirements in their internship forms.

Article 7-

Internship Process: In order to start their internships, students shall provide the documents required by their Vocational School to the internship supervisor in a timely manner.

7.1 – To initiate internship application process, students shall fill out the “Internship Start Form” (ANNEX-2) (Only the sections needed to be completed by student) and have it approved respectively by the Internship Supervisor and the host institution. Students must submit the host institution-approved documents to the Chair of Program Internship and the Program Internship Advisor. The forms that are approved by the Chair and the Advisor must be submitted to the Internship Unit Supervisor at least 2 weeks prior to the internship start date. In the event that the host institution requires student to provide an Internship Request Letter, the Internship Request Letter Sample in ANNEX-9 must be approved by the Program Internship Advisor.

7.2- The approved documents submitted to the Internship Unit Supervisor must be sent to the HR Department for the payment of daily insurance premiums. Internship Unit Supervisor must archive a digital copy of the approved documents and email it to the Program Internship Advisor before the end of Internship Period. These digital documents must be archived by the Program Internship Advisor and put in the Internship Report Folder which shall be submitted by the student at the end of internship period. Program Internship Advisor shall be allowed to access these digital archives after the internship ends in case the student ask a copy of his/her internship file.

7.3- The Internship Unit Supervisor shall submit the insurance policy statements, which must be previously sent by the Human Resources, to the Program Internship Advisor, who shall provide the students with insurance policy statements before the internship start date.

7.4- In case the host institution requires that insurance policy statement must be signed by the University, the said document must be signed the Internship Unit Supervisor and provided to the host institution.

7.5- The Internship Unit Supervisor shall carry out regular on-site visits during the student’s internship. During these visits, the host institution must hold Annex-4.b Intern Attendance Record at disposal. In case that the Internship Unit Supervisor finds out that the student is absent, the day when the student was absent will be recorded in intern attendance file even though the Intern Attendance Record is fully approved by the host institution at the end of internship.

7.6- Students shall not be allowed to take a leave of absence during the internship. In case of illness, a written statement from a physician attesting to the result of a medical examination or a leave document signed by the unit supervisor can be accepted. All the above mentioned documents must be included in ANNEX-3.a Internship Diary. Any document that is not included in the Internship Diary will be deemed not part of internship.

7.7- The original copies of medical certificates provided in case of illness must be included in the Internship Diary. The medical certificates that are not included in the Internship Diary will get rejected.

7.8- ANNEX-3 Internship Folder and all its annexes must be fully completed and duly signed. Files with missing signatures or information will get rejected.

7.9- Regarding on-site training during the semester, ANNEX-3 Internship Folder must be submitted to the Program Internship Advisor until the first day of the second week of finals week as specified in the academic calendar. As for the summer internships, Internship Folders must be fully completed within 10 (ten) days from the internship end date and duly sent or submitted to the Program Internship Advisor. In case of failure to submit the folders up until the deadline,

internships will be considered null and void and they will be terminated by the Internship Unit Supervisor. In case the student has an excuse for not having submitted the Internship Folder up until the deadline, s/he must submit the Internship Excuse Letter in ANNEX-5.b to the Internship Unit Supervisor within 5 (five) days from the ANNEX-3 Internship Folder submission deadline. In failure to do so, student's internship will be considered null and void. Except for students whose Internship Excuse Letter has been previously accepted by the Internship Committee, students who fail to submit their reports to the Program Internship Advisor up until the deadline will be considered unsuccessful in completing their internships, thus will have to repeat the internship.

7.10- After the internship ends, the Host Institution must fill out the Annex-4.b Intern Attendance Record and Annex-4.a Intern Evaluation Form in a confidential manner and deliver it to the student or send it to the University in an enclosed stamped envelope.

7.11- Regarding on-site training during the semester, the Program Internship Advisor shall scan and email the Internship Diary Submission List (ANNEX-8) to the Internship Unit Supervisor no later than the last day of the second week of finals week as specified in the academic calendar. As for the summer internships, the Program Internship Advisor shall scan and email the Internship Diary Submission List (ANNEX-8) to the Internship Unit Supervisor within 11 (eleven) days from the internship end date.

7.12- The Program Internship Advisor must review the Internship Report Folder and all its annexes, fully complete the Course Evaluation Forms (ANNEX-7) and attach it to the Internship Folder.

7.13- Regarding on-site training during the semester, the annexes of the Internship Report Folder, which are completed and reviewed by the Program Internship Advisor, must be scanned and emailed to the Internship Unit Supervisor in an orderly fashion, no later than the last day of semester as specified in the academic calendar. As for the summer internships, all the annexes of the Internship Report Folder must be scanned and emailed to the Internship Unit Supervisor within 20 (twenty) days from the internship end date. In failure to miss the deadline, student's internship will be deemed null and void.

Article 8 –

Intern Attendance: Students are responsible for achieving at least an 80% internship attendance. Students who do not carry out an internship shall not be awarded a "Certificate of Graduation" or a "Diploma".

8.1. Student interns must have the Annex-4.b Intern Attendance Record signed and stamped by the Director/Supervisor of the Unit/Department where s/he carried out his/her internship. All required signatures and stamps must be complete. Students must achieve at least 80% attendance (12 week attendance). In order for internship days that are coincided with mid-term exams can be considered as part of internship attendance, Internship Committee-approved mid-term examination calendar must be included in the Intern Attendance Record. As for the Summer Internships, students must achieve 80% attendance per month. Students who are deemed unsuccessful due to poor attendance must repeat their internships.

8.2. Should a student want to cancel his/her internship, s/he must complete the ANNEX-5.a Internship Cancellation Letter, have it approved by the Program Internship Advisor and submit it to the Internship Unit Supervisor. In the event of cancellation, the Program Internship Advisor must indicate the status of the student in ANNEX-8 Internship Diary Submission List. Program Internship Advisor must digitally send all the forms pertaining to the student, whose internship is cancelled, to the Internship Unit Supervisor within the specified dates.

8.3. If a student transfers to another university during his/her internship, s/he shall be responsible for completing and submitting the ANNEX-5.a Internship Cancellation Letter to the University and the Host Institution in order to notify them of such transfer.

8.4. Regarding on-site training during the semester, students have the right to submit one-time (outside 12-week training) medical certificate proving that s/he's been unable to attend internship due to illness on the relevant days. The recognition or validity of Medical Certificates shall be subject to the provisions of Altınbaş University Directive for Student Health Services.

Article 9 – Intern Exemption Status: Students admitted via lateral (undergraduate) transfer or students currently working in a business field which is equivalent to his/her internship program-specific competencies may be partially or fully exempted from the internship they've carried out while they were enrolled in their former Universities, which means they may be allowed not to repeat the internship days they've previously carried out. In order to become eligible for exemption, students must submit their certificates of employment to the University at the beginning of the semester. Daily professional practices carried out during the regular term of education shall not be included in the internship duration.

Article 10 - Evaluation of Internship:

10.1 – In case of summer internships, the Internship Unit Supervisor shall submit the Internship Report Folder, which includes all digitally archived internship files, to the Chair of the Internship Committee 10 days before the beginning of the next academic year; as for the on-site training during the semester, the Internship Unit Supervisor shall submit the said folder and the included files to the Chair of the Internship Committee within 2 days from the day when the Internship Unit Supervisor has received the folder and the files.

10.2 - Internship Committee convened by the Internship Committee Chair shall review the students' internship folders and submit the results to the Vocational School of Health Services Director's Office. If deemed necessary student might be granted additional time to make the necessary corrections on his/her internship folder. Evaluation results shall be one of the following: "successful", "unsuccessful" or "revision needed".

10.3 – Students who have maintained regular attendance in internship and who are deemed to have acquired the necessary training and skills shall be considered successful with the approval of Internship Committee.

10.4 - Internship Committee may interview the student about the works s/he performed during his/her internship where necessary so as to make a decision whether s/he performed successfully during internship.

10.5 – In case student is asked for revision, s/he must carry out the necessary revision on his/her internship folder and re-submit it to the Program Internship Committee within five business days of the receipt of the folder.

10.6 – Students whose internship folders are denied shall be allowed to file a written objection within 5 days at the Internship Secretariat. The folder, for which a written objection is filed, must be submitted to the Internship Committee along with a written opinion from the Program Internship Committee. The Committee shall make a decision regarding the objection within 5 (five) days.

Article 11 - Internship Abroad

Students enrolled in Vocational School of Health Services may carry out an internship abroad provided that it does not hinder their academic learning and performance during the regular education period. Students shall submit a letter of acceptance from the host institution abroad to Vocational School of Health Services' Internship Committee. The requests for carrying out an internship abroad shall be evaluated by Vocational School of Health Services' Internship

Committee and the Committee shall make a decision accordingly.

PART IV General Provisions

Article 12 - Safekeeping of Internship Documents:

Internship report folders shall be digitally archived under the supervision of Internship Unit Supervisor, Program Internship Advisor and the Chair of Internships Committee.

Article 13 - General Provisions:

13.1 – Vocational School of Health Services Director’s Office shall make a decision regarding any matter which is not stated herein, upon recommendation from internship supervisors and proposal from Vocational School of Health Services’ Internship Committee.

13.2 - Student interns must adhere by the Employee Rules and Regulations set forth by the host institution.

13.3 - Vocational School of Health Services Director’s Office shall make a decision regarding matters which are not stated herein, particularly regarding the internships carried out by students of Vocational School of Health Services in their fields of study.

13.4 - Altınbaş University shall not pay any salaries to students during their internship. Altınbaş University shall not become a party to any financial matters/agreements between students and host institutions.

13.5 – Students shall deposit the fee for summer internship to the bank account which details will be provided to them by the University. Altınbaş University shall not be responsible for paying the fee for summer internship.

13.6 - Altınbaş University shall not be responsible for finding a host institution for students’ summer internship.

13.7 – The recognition or validity of Medical Certificates shall be subject to the provisions of Altınbaş University Directive for Student Health Services.

13.8- Students, who have failed to complete their compulsory/optional internships in public hospitals (clinics or hospital pharmacy internships) or who must repeat their internship due to failure in internship exam, shall be responsible for paying the fee for internship and insurance amount determined by the University.

Article 14 - Effective Date:

This Directive shall come into effect upon approval by Altınbaş University Senate and be valid beginning **Academic Year 2018-2019**.

Article 17 - Execution:

The provisions set forth herein shall be executed by the Altınbaş University Vocational School of Health Services Director’s Office.

Annexes:

Internship Report Folder

Annex-1: List of Required Documents for Student Internship Folder

ANNEX-2: Internship Start Forms

ANNEX-2.a Host Institution's Acceptance Form

ANNEX-2.b Internship Application Form

ANNEX-2.c Student Declaration of Healthcare Coverage and a Copy of Identity Card

ANNEX-3 Internship Folder

ANNEX-3.a Internship Diary

ANNEX-3.b Internship Admission Requirements and Transcript

ANNEX-4 Host Institution Evaluation of Intern

Annex-4.a Intern Evaluation Form

Annex-4.b Intern Attendance Record

Annex-5 Possible contingencies

ANNEX-5.a Internship Cancellation Letter

ANNEX-5.b Internship Excuse Letter

Annex-6: Internship Monitoring Form

ANNEX-7 Course Evaluation Forms

ANNEX-8 Internship Diary Submission List

ANNEX-9: Internship Request Letter