ALTINBAŞ

UNIVERSITY

ALTINBAS UNIVERSITY

SCHOOL OF



CO-OP EDUCATION PROGRAMME

EQUIVALENT COURSE FILE

Student’s First Name:

Student’s Last Name:

Student Number:

Student’s Programme of Study:





# ALTINBAŞ UNIVERSITY

**CO-OP PLACEMENT FILE**

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| --- | --- |
| **Full Name of the CO-OP student** |  |
| **Student’s programme of study** |  |
| **Name of the Host Organisation/Company** |  |
| **Name(s) of the departments where the co-op student worked** |  |
| **Full Name and Position of the Company Official who evaluated the co-op student’s performance** |  |
| **Contact details of the Company Official who evaluated the co-op student’s performance** | Tel:......................................................................  E-mail:…………………………………………………………… |
| **Employment start and end dates (based on the SGK employment certificate) of the CO-OP student from July to December** | ……/……/...... - …../…../…… DD/MM/YYYY DD/MM/YYYY |
| **The name and the credit of the internship course the Co-Op student has taken between July and September (if the student was successful)** | 1- |
| **The names and credits of the courses that will be counted as equivalent between September and December (if the student was successful)** | 1-  2-  3- |

TURKISH SOCIAL SECURITY INSTITUTION (SGK)

EMPLOYMENT STATEMENT

(The documentation provided by the University will be added to the file)

**CO-OP EDUCATION PROGRAMME ATTENDANCE SHEET**

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| --- | --- |
| WEEK 1 | SIGNATURE / STAMP |
| WEEK 2 | SIGNATURE / STAMP |
| WEEK 3 | SIGNATURE / STAMP |
| WEEK 4 | SIGNATURE / STAMP |
| WEEK 5 | SIGNATURE / STAMP |

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| WEEK 6 | SIGNATURE / STAMP |
| WEEK 7 | SIGNATURE / STAMP |
| WEEK 8 | SIGNATURE / STAMP |
| WEEK 9 | SIGNATURE / STAMP |
| WEEK 10 | SIGNATURE / STAMP |
| WEEK 11 | SIGNATURE / STAMP |

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| WEEK 12 | SIGNATURE / STAMP |
| WEEK 13 | SIGNATURE / STAMP |
| WEEK 14 | SIGNATURE / STAMP |
| WEEK 15 | SIGNATURE / STAMP |
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| WEEK 17 | SIGNATURE / STAMP |

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| WEEK 18 | SIGNATURE / STAMP |
| WEEK 19 | SIGNATURE / STAMP |
| WEEK 20 | SIGNATURE / STAMP |
| WEEK 21 | SIGNATURE / STAMP |
| WEEK 22 | SIGNATURE / STAMP |
| WEEK 23 | SIGNATURE / STAMP |

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| WEEK 24 | SIGNATURE / STAMP |
| WEEK 25 | SIGNATURE / STAMP |
| WEEK 26 | SIGNATURE / STAMP |

**WEEKLY LOG OF WORK ACTIVITIES AND PROGRESS**

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| **WEEK** | **WEEK’S ACTIVITIES** |
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| **WEEK** | **WEEK’S ACTIVITIES** |

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## ALTINBAŞ

ÜNİVERSİTESİ

## EMPLOYER’S EVALUATION OF THE INTERN

(This section will be completed by the host organisation/company)

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| Evaluation Criteria | Criteria Description | Very good 5 | Good  4 | Fair 3 | Poor 2 | Very Poor  1 | Not Evaluated |
| Ability to Apply Course Material to Real Life Work | The student’s success in putting his/her current knowledge into practice. |  |  |  |  |  |  |
| Communication Skills | Ability to accurately perceive and express written or spoken instructions. |  |  |  |  |  |  |
| Teamwork Skills | Working in collaboration with co-workers, keeping pace with teamwork dynamics. |  |  |  |  |  |  |
| Self-Improvement | Being open to changes and new ideas, being able to see and make up for his/her deficiencies. |  |  |  |  |  |  |
| Representational Skills | Personal appearance and courtesy, being an example with his/her behaviour in the workplace. |  |  |  |  |  |  |
| Creative Skills | Being able to produce new ideas, to synthesize various approaches and perspectives and use them for his/her own purposes. |  |  |  |  |  |  |
| Problem Solving Skills | Ability to identify problems and propose effective solutions. |  |  |  |  |  |  |
| Commitment | Being aware of his/her duties and responsibilities. |  |  |  |  |  |  |
| Initiative Skills | Ability to assess a situation and take action without direction from someone else. |  |  |  |  |  |  |
| Time Management Skills | Setting priorities, performing tasks and duties by taking into account the time factor. |  |  |  |  |  |  |
| Motivation | The student’s approach to colleagues in busy and stressful work environments, his/her ability to motivate himself/herself and others. |  |  |  |  |  |  |
| Degree of maturity of the student’s personality | Evaluation of the student in terms of emotional maturity. |  |  |  |  |  |  |
| Work Discipline | The student's compliance with the office working hours, his/her attention to completing the given tasks in the given time. |  |  |  |  |  |  |
| Work Ethic | Please give a score with the assumption that the student is working as a professional in your organization. |  |  |  |  |  |  |

Date

Supervisor’s First and Last Name

Signature and Stamp

FACULTY MEMBER’S EVALUATION OF THE INTERN

(This section will be completed by the University)

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| **Evaluation Criteria** | **Criteria Description** | **Very Good**  **5** | **Good**  **4** | **Fair 3** | **Poor**  **2** | **Very Poor 1** | Not Evaluated |
| Ability to Apply Course Material to Real Life Work | The student’s success in putting his/her current knowledge into practice. |  |  |  |  |  |  |
| Communication Skills | Ability to accurately perceive and express written or spoken instructions. |  |  |  |  |  |  |
| Teamwork Skills | Working in collaboration with co-workers, keeping pace with teamwork dynamics. |  |  |  |  |  |  |
| Self-Improvement | Being open to changes and new ideas, being able to see and make up for his/her deficiencies. |  |  |  |  |  |  |
| Representational Skills | Personal appearance and courtesy, being an example with his/her behaviour in the workplace. |  |  |  |  |  |  |
| Creative Skills | Being able to produce new ideas, to synthesize various approaches and perspectives and use them for his/her own purposes. |  |  |  |  |  |  |
| Problem Solving Skills | Ability to identify problems and propose effective solutions. |  |  |  |  |  |  |
| Commitment | Being aware of his/her duties and responsibilities. |  |  |  |  |  |  |
| Initiative Skills | Ability to assess a situation and take action without direction from someone else. |  |  |  |  |  |  |
| Time Management Skills | Setting priorities, performing tasks and duties by taking into account the time factor. |  |  |  |  |  |  |
| Motivation | The student’s approach to colleagues in busy and stressful work environments, his/her ability to motivate himself/herself and others. |  |  |  |  |  |  |
| Degree of maturity of the student’s personality | Evaluation of the student in terms of emotional maturity. |  |  |  |  |  |  |
| Work Discipline | The student's compliance with the office working hours, his/her attention to completing the given tasks in the given time. |  |  |  |  |  |  |
| Work Ethic | Please give a score with the assumption that the student is working as a professional in your organization. |  |  |  |  |  |  |

Date Full Name of the Faculty Member

FACULTY MEMBER’S REPORT ON STUDENT’S CO-OP ACTIVITIES

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| --- | --- | --- |
| TITLE, CODE AND CREDIT OF THE INTERNSHIP/ELECTIVE COURSE | SCORE | LETTER GRADE |
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(This section will be completed by the University)

Date Full Name of the Faculty Member