

ALTINBAS UNIVERSITY

Faculty of Economics, Administrative and Social Sciences

Department of Social Work Internship Directive

I. GENERAL PROVISIONS

Objective

ARTICLE 1. The purpose of this directive is to determine the methods and principles that Altınbaş University Faculty of Economics, Administrative and Social Sciences, Department of Social Work undergraduate students must follow in the planning, execution and evaluation of the internship studies carried out during the semester and during the Graduation Internship period in order to integrate their knowledge and skills related to their professional courses into the field of practice. These methods and principles are based on the basic values brought by the field of Social Work such as rights advocacy, not harming others, not discriminating on axes such as religion, language, race, sect, sexual orientation and gender identity, culture, class position, disability and age, respecting human rights and dignity, protecting the privacy of private life, respecting freedom of thought.

Scope

ARTICLE 2. This directive covers the conduct of internship, practice and field studies, educational principles, principles and evaluation of the applied vocational courses, internship, practice and field studies of the students enrolled in the Department of Social Work at Altınbaş University Faculty of Economics, Administrative and Social Sciences, approved by the University Senate.

Basis

ARTICLE 3. This directive has been prepared based on the relevant provisions of the Higher Education Law No. 2547 and Altınbaş University Associate and Undergraduate Education and Training Regulation and Altınbaş University Education and Training Regulation.

Definitions and Abbreviations

ARTICLE 4. The definitions and abbreviations used in the implementation of this directive are as follows:

Institution Counsellor: Other professionals or employees, primarily social workers, who work full-time in this institution/organisation to monitor, supervise and evaluate the student's practices in the institution/organisation where the internship is carried out.

Educational Counsellor: An academic staff member who is in cooperation with the management of the institution/institution where the students do their internship and the institutional counsellor, who provides counselling to the students in order for them to benefit from professional practices at the highest level and to gain knowledge and skills, and who evaluates the student and the internship process.

Social Investigation Report (SIR): These are clear, impartial, organised and confidential professional reports prepared by social workers and/or related professionals, consisting of the observations of these professionals and describing the functionality and social aspects of the applicant. Within the scope of this directive, the Social Investigation Report is used as a document that students will prepare under the supervision of the Institutional Counsellors and must submit to their Educational Counsellors at the end of the internship period.

Social Work with Individuals: It is one of the social service methods aiming to solve the problems of the individual and improve social relations, to enable the individual to establish more satisfactory human relations, to help the individual to function better in society by solving his/her problems and to help him/her to reach his/her own capacity.

Social Work with Groups: In social work intervention, it is a set of resources and tools used to change the attitudes, behaviours, interpersonal relationships and coping skills of group members in order to make them more effective in their interactions with their environment.

Community Social Work: It is the application of the practical skills of social work in order to change the behavioural patterns of groups, organisations and institutions in society or the relationships and interactions of people with these systems.

Application for Internship Study

ARTICLE 5. The scope and application process of the internship studies carried out by Altınbaş University Faculty of Economics, Administrative and Social Sciences, Department of Social Work undergraduate students in Altınbaş University units or other institutions and organisations in the autumn and spring semesters are as follows:

a. Internship work is within the scope of SHM 401 Internship in Social Service Institutions I and SHM 402 Internship in Social Service Institutions II courses, which are compulsory courses for students in the VIIth and VIIIth semesters of the Department of Social Work. In these courses, the student does internship for the hours specified in the curriculum and participates in a supervision interview with the responsible lecturer.

b. At the beginning of the VIth semester, the student makes his/her internship application to the Department. In the internship application, the student indicates at least two institution preferences. The student is placed in the institution / organisation where he / she will do internship by the department at the beginning of the following semester at the latest.

c. In the supervision interview, the weekly attendance chart, the practices and the reports prepared by the student are reviewed and the process is discussed.

Commencement of Internship

ARTICLE 6. The start date of the internship is announced to the students by the relevant Department Head according to the academic calendar.

Implementation of Internship Work

ARTICLE 7. The provisions regarding the implementation of the internship work are as follows: ~~are included.~~

a. Students are obliged to comply with the programme prepared for internship studies and to perform the duties required by the internship in a timely and complete manner.

b. Students are obliged to be present at their internship places at the places and times determined for the relevant internship studies.

c. Students cannot be made to work overtime outside the internship period. Without the approval of the responsible lecturer, the student cannot change the institution where he / she does internship.

d. Students comply with the dress code of the institution (if any) where they do their internship.

e. Students are obliged to comply with the legal regulations, working and disciplinary rules applied in the institution where they do their internship and are bound by the legal sanctions of the relevant institutions. Those who do not comply with this obligation are also subject to the provisions of the "Higher Education Institutions Student Disciplinary Regulations".

f. The problems encountered by the students during their internship studies are resolved primarily by communicating them to the responsible lecturer of the relevant course and the internship coordinator of the institution, and if they cannot be solved or deemed necessary, to the relevant Department Head. ~~Students~~ are not allowed to discuss their problems, thoughts and suggestions about their internship with the staff of the institution where they do their internship, but only with the relevant people at the University.

g. In Internship in Social Service Institutions I and Internship in Social Service Institutions II courses, the student is expected to do an internship under the supervision and guidance of the supervisor in the institution.

Within the scope of these courses, it is compulsory for each student to write a social investigation report (SIR), to follow a case, to do at least one of the other practices (social work with individuals, social work with society or social work with groups) and to report all these studies as a Professional Development File using the forms in the Directive. At the end of the course, on a day determined by the Head of the Department, the student makes a presentation to the Department about the practices he / she has done during the course.

h. The student cannot interview and work with applicants/service recipients/clients without the knowledge and approval of the institutional counsellor.

Institutions where internship work can be done

ARTICLE 8. Internship studies are carried out in institutions/organisations and units in accordance with the principles determined by the Academic Board of the Department.

The lists of these institutions/organisations and units are determined by the Department during the internship application period during the academic year and announced in the first week of February. When students want to do internship in an organisation other than those on the list determined by the Department, they notify the Department by the end of February of each academic year. The Department evaluates and decides on the suitability of the notified organisation for internship.

Attendance, Excuse and Leave of Absence

ARTICLE 9. Students are obliged to complete the internship work for the number of hours specified in the curriculum. In SHM 401 Internship in Social Service Institutions I and SHM 402 Internship in Social Service Institutions II courses, the student must complete twenty-four hours per week as specified in the curriculum.

(24) hours of internship and attends compulsory supervision meetings with the responsible lecturer for two (2) hours a week.

In order for the student to be considered successful in the course, 80% attendance to the internship and supervision practices of the course is obligatory. In cases where the student has a health problem and cannot continue the internship, he / she must submit the health report stating his / her condition to the Department within three (3) working days following the end of the excuse. Even if there is a health report, if the excuse period exceeds 30% of the attendance period of the course, the student's situation is evaluated by the Department.

Evaluation of Internship Work

ARTICLE 10. The evaluation/grading of students' internship work is carried out with the joint opinion of the lecturers responsible for the course, taking the opinion of the institutional counsellor.

is done. The passing grade is awarded by the lecturer in charge of the course based on the Institutional Advisor's evaluation grade, the student's work during the internship process, participation in the course, the Professional Development File compiled using the forms in the Directive and the end-of-term presentation grade. In order for the student to be considered successful in the course, the letter grade must be at least CC.

Internship Work Professional Development File

ARTICLE 11. Each student has a Professional Development File that must be completed during the internship studies. The Professional Development File is prepared and graded separately for each of SHM 401 Internship in Social Service Institutions I and SHM 402 Internship in Social Service Institutions II courses. The student is responsible for the completion of the Professional Development File during the internship. Each student must submit the Professional Development File to the Department until the last day of the final exams of the semester after the end of the internship. The internship of the student who submits the file after this date is not accepted.

This file contains some mandatory contents that must be included, as well as the following contents that may vary depending on the work done by the student:

Mandatory Content:

a. Student Internship Attendance Sheet and Student Internship Report: The forms in Appendix 10 and Appendix 11 must be filled in regularly and approved daily by the supervisor of the institution.

b. Institutional Supervisor and Educational Counsellor Evaluation Forms: These documents are approved and signed by the institutional supervisor and educational counsellor at the end of the internship in accordance with Appendix 12 and Appendix 13. The form in which the institutional supervisor will evaluate the student is delivered to the Department in a sealed envelope with the institution's stamp and the signature of an authorised person. Forms without institution stamp, authorised signature and approval are not taken into consideration.

c. Reports Introducing the Institution (Introducing the Institution) and the Field (Introducing the Field): These reports in Appendix 2 and Appendix 3 must be prepared within one month from the start date of the internship and submitted to the lecturer responsible for the course on time.

d. Social Investigation Report (SIR): At least one SIR should be written based on the SIR format used by the internship organisation. The student should participate in a social investigation conducted by the counsellor of the institution, observe the expert, take his/her own notes and write his/her own report in accordance with Annex 4 and Annex 9.

Contents that may vary depending on the work done by the student:

e. Reports on Social Work Practice with Individuals: In the internship organisation, it is necessary to follow the individual from the stage of meeting the applicant / service recipient / client to the implementation plan process and to report the relevant case in accordance with Annex 4 and Annex 9.

f. Reports on Social Work Practice with Groups: If it is available in the institution where the internship is carried out and if the supervisor of the institution finds it appropriate, it is necessary to initiate and maintain a group work and to report this work in accordance with Appendix 5, Appendix 6 and Appendix 7.

g. Reports on Community Social Work Practicum: If it is available in the institution where the internship is carried out and the supervisor of the institution finds it appropriate, it is necessary to carry out a community social work study / to be involved in an existing project and to report this study in accordance with Appendix 14.

Enforcement

ARTICLE 12. This directive enters into force on the date of its adoption by the Altınbaş University Senate.

Execution

ARTICLE 13. The provisions of this directive are executed by the Dean of Altınbaş University Faculty of Economics, Administrative and Social Sciences.

Legal Basis on which the Directive came into force			
Relevant Board	Decision Date	Number of Decision	Decision Item
Senate	25/06/2019	2019/07	Decision-7
Board of Trustees	18/07/2019	2019/07	Decision-12

ANNEX

1:

T.C.

ALTINBAS UNIVERSITY

FACULTY OF ECONOMIC, ADMINISTRATIVE AND SOCIAL SCIENCES SOCIAL SERVICE DEPARTMENT

STUDENT INTERNSHIP APPLICATION FORM

STUDENT IDENTITY INFORMATION	
Name-Surname
Name of the Registered Department
T.C. Identity Number
Class/Semester/.....
Address
Telephone Number	Tel: Mobile:
Who to Call in an Emergency	Name-Surname:..... Tel:.....
Email Address
INTERNSHIP INFORMATION	
Internship Place Name
Internship Place Address
Stay Place Service Area
Internship Place Authorised
Telephone/E-mail	Tel: E-mail:
Web Address of Internship Place
<p>I confirm the accuracy of the information I have provided above, between the dates specified below..... my daily internship</p> <p>I accept and declare that I will do my internship, that I will inform the Social Work Department of the Faculty of Economics, Administrative and Social Sciences at least 10 days in advance if the start and end dates of my internship change or if I give up the internship; I will not share the events, people, names and other information I learnt during the internship with third parties, and if I share it, I will assume all kinds of responsibility.</p> <p style="text-align: center;">..... /...../..... Student's Signature</p>	
<p><u>In our institution / organisation of the student with the above identity information daily</u> It was / was not deemed appropriate to do the compulsory internship.</p>	
STUDENT;	
<p>INTERNSHIP START DATE:/...../.....</p> <p>INTERNSHIP END DATE :/...../.....</p> <p><u>Name-Surname of the Institution/Organisation or Official</u> :</p> <p>Signature :</p> <p>History :/...../.....</p> <p>Seal/Stamp :</p>	<p>DURATION OF INTERNSHIP DAYS</p> <p style="text-align: center;"><u>Department Officer</u></p> <p>Name-Surname :</p> <p>Signature :</p>

ANNEX

2:

T.C.

ALTINBAS UNIVERSITY

FACULTY OF ECONOMIC, ADMINISTRATIVE AND SOCIAL SCIENCES DEPARTMENT OF SOCIAL SERVICES
SHM 401/SHM 402 INTERNSHIP IN SOCIAL SERVICE INSTITUTIONS I-II
INSTITUTION/ORGANISATION INTRODUCTION REPORT

Name of Institution :
.....

Student's Name-Surname :
.....

Consultant for Institution/Organisation :
.....

Instructor :
.....

.....**Report**

Date :/...../.....

1. What is the purpose of the organisation and what services does it provide?
2. Organisation Service given by applicants basic issues what are and how are the needs of the applicants determined?
3. What is the distribution of the applicants served by the institution according to age, gender, socio-economic status?
4. Is there any other organisation(s) in the community providing the same services?
5. What is the organisational structure of the institution? For example, is there a formal chain of command, is there a board that evaluates the practices of the organisation?
6. What do you think are the important unmet needs of the organisation?
7. Is there a handbook showing the personnel policies of the organisation? Have there been any personnel changes in recent years? What are the reasons for personnel changes?
8. What is the image of the institution in the society? What is your general impression of the institution and would you like to work in this institution after graduation? Explain the reasons for yes or no answers.

ANNEX

3:

T.C.

ALTINBAS UNIVERSITY

FACULTY OF ECONOMIC, ADMINISTRATIVE AND SOCIAL SCIENCES DEPARTMENT OF SOCIAL SERVICES

SHM 401/SHM 402 INTERNSHIP IN SOCIAL SERVICE INSTITUTIONS I-II

PROBLEM AREA INVESTIGATION AND EVALUATION REPORT

Student's Name-Surname :

Internship Institution / Organisation :

Consultant for Institution/Organisation :

Instructor :

Report Date :/...../.....

1. Explain the field in which you are doing your internship, the definitions related to this field and the legislation (laws, regulations, etc.) related to the problem area.
2. What are the developing knowledge, values and service methods of the field?
3. What is the relationship between the problems in the field and the social work profession?
4. What is the degree to which the problems in the field have been addressed and what are the difficulties encountered?
5. What are the perceptions, behaviours and attitudes in the society about the field?
6. What are the attitudes and behaviours of the applicants towards the service providers and the main problem of interest?

ANNEX 4:

INDIVIDUAL INTERVIEW REPORT

Institution/Organisation :

Interview Date :

Interview Duration :

Interview Sequence :

Name-Surname of the Implementer :

Name-Surname of the Applicant :

Place and Year of Birth :

Gender :

Education Status :

Profession :

Pre-Interview:

Preliminary Information/Preliminary Study :

Purpose of the Interview :

Interview Duration :

Evaluation :

Planning for the Next Interview :

ANNEX 5:

REPORT INTRODUCING THE GROUP AND ITS MEMBERS

Name of Institution/Organisation :

Student's Name-Surname :

Instructor : History :

...../...../.....

I) GROUP INTRODUCTION REPORT

TOPIC: Short description of the main theme of the group

PURPOSE: Brief description of the purpose (in terms of the type of group)

ORGANISATION/ORGANISATION: Resources of the institution/organisation that can be used for the group

MEMBERS: Who are the members of the group? In general, why these members were chosen

STRUCTURE: Criteria for recruitment of members, size of the group, whether it is open or closed, demographic characteristics

AGREEMENT: Time, duration, frequency of the meeting

ENVIRONMENT: Physical arrangements (room, space and material), financial resources and special arrangements (if any)

II) MEMBER INTRODUCTION REPORT

1. General introduction of the members

a) Curriculum Vitae,

b) The social, cultural and economic situation,

c) Relations with the environment.

2. For which needs and problems the member was recruited to the group; defining these needs and problems

3. To what extent and in what ways group work can help in meeting the needs and problems of the individual

4. How the member can contribute to the development of the group

ANNEX 6:

GROUP WORK REPORT

Name of Institution/Organisation :

Meeting Date :/...../.....

Meeting Duration :

Meeting Sequence :

Name-Surname of Participants :

.....
.....
.....

Student's Name-Surname :

Preliminary Work Before the Process :

Objective :

Process :

Evaluation and Comment :

Planning :

ANNEX 7:

GROUP AND MEMBERS EVALUATION REPORT

Name of Institution/Organisation :

Student's Name-Surname :

Instructor : **Report Date**

:/...../.....

I) GROUP EVALUATION REPORT

1. Explaining the process of the group (how the group functions, what kind of structure it creates, the programmes developed, the guidance techniques used by the expert, etc.)
2. To what extent the group has achieved its overall objective
3. How the group was terminated

II) MEMBER EVALUATION REPORT

1. What is the personal purpose of the member, whether this purpose is compatible with the general purpose of the group, whether the member has achieved his/her purpose
2. Member's status in the group from the beginning to the end
 - a) Group's assessment harmonisation
 - b) Role in the group, effectiveness, relationship with others
 - c) Ability to participate in group activities
 - d) Relationship with the social worker. Emerging psychological structures.
 - e) Whether the group contributes to the achievement of the goal, etc.
3. For which needs and problems the member was recruited to the group; defining these needs and problems
4. What the member gained from the group work and to what extent he/she was able to fulfil his/her needs and problems. If the work was not useful, what was suggested.

ANNEX 8:

SOCIAL WORK WITH GROUPS

GROUP WORK CONTRACT SAMPLE

In the process of social work practice with groups, as a result of the evaluation of the needs and problems of the group, an agreement can be made with the group on what kind of social work intervention will be made and its content. The content of this contract may consist of the following headings.

- Content and purpose of the study
- Work schedule (venue, duration, etc.)
- Practitioner (SHU) roles and roles and responsibilities of participants
- Expected results of the study

Signatures

Student

Participant's Name and Surname:

History:

ANNEX 9:

RESPONSE PLAN REPORT

Student's Name-Surname :

Internship Institution / Organisation :

Instructor :

Report Date :/...../.....

1. ACQUAINTANCE (MEETING)

2. PRELIMINARY ASSESSMENT

- Step Determine the applicant system
- Step: Situation of the applicant system (micro, mezzo and macro differences),
- Step Identify the problems and needs of the applicant system
- Step Identify the strengths of the applicant system

3. PLANNING

- Step Working with the applicant
- Step Prioritising the problem (first, second and third problem)
- Step Translate problems into needs (first, second and third needs)
- Step: Assess interventions for each need (for Need 1, at micro, mezzo and macro level)
 - a-** Identifying alternatives,
 - b-** Identifying solutions,
 - c-** Evaluation.
- Step Create objectives
- Step: Setting objectives (who will do it, for what, when, how, and how will success be measured?)
- Step Create a contract

4. REALISATION/IMPLEMENTATION

5. MONITORING PLAN (micro, mezzo and macro)

- Development Process (micro, mezzo and macro)
- Plan Review (micro, mezzo and macro)

6. PLAN COMPLETION (micro, mezzo and macro)

7. EVALUATION

- Objective
- Achievements

- Finalisation or re-evaluation

ANNEX 10:

STUDENT INTERNSHIP ATTENDANCE CHART

Student's Name-Surname : Internship Institution / Organisation : Consultant for Institution/Organisation : Instructor :	
Day and Date	Student Signature
...../...../20...
...../...../20...
...../...../20...

Consultant for Institution/Organisation

...../...../.....

Title /Name-Surname/Signature

STUDENT INTERNSHIP REPORT

Student's Name-Surname :	
Internship Institution / Organisation :	
Consultant for Institution/Organisation :	
Instructor :	
Day and Date	Work Performed (Briefly Explain.)
...../...../20...
...../...../20...
...../...../20...

Consultant for Institution/Organisation

...../...../.....

Title /Name-Surname/Signature

ANNEX 12:

ALTINBAS UNIVERSITY FACULTY OF ECONOMIC, ADMINISTRATIVE AND SOCIAL SCIENCES SHM 401/SHM 402 INTERNSHIP IN SOCIAL SERVICE INSTITUTIONS I-II INSTITUTION EVALUATION FORM				
INTERNSHIP STUDENT				
<i>NAME AND SURNAME</i>				
<i>CLASS AND NUMBER</i>				
INTERNSHIP ORGANISATION				
<i>NAME/TITLE</i>				
<i>SUBJECT OF THE APPLICATION</i>				
<i>START AND END DATE</i>				
<i>The performance of our student doing "INTERNSHIP" in your institution/organisation is evaluated by considering the following features will be evaluated. Your opinions on this matter will be taken as a basis when evaluating our student.</i>				
FEATURES	VERY GOOD	GOOD	MEDIUM	INADEQUATE
<i>Attendance and time utilisation</i>				
<i>Social Work/Vocational Knowledge and Skills</i>				
<i>Ability to perform professional intervention</i>				
<i>Desire to Learn the Subject</i>				
<i>Ability to understand and apply what is taught</i>				
<i>Ability to assume responsibility</i>				
<i>Ability to Use Initiative</i>				
<i>Organisation-Cleanliness-Personal Care</i>				
<i>External Appearance</i>				
<i>Communication in the Field</i>				
<i>Field Relevance</i>				
<i>Evaluation of the entire study</i>				
Evaluation grade out of 100				
GENERAL EVALUATION				
<i>Chances of being successful in future social work related positions</i>				
<i>Would you like to have him/her practise or work in your unit again?</i>				
THE MANAGER/SUPERVISOR/SUPERVISOR WHO EVALUATED THE FORM				
DUTY AREA				
NAME AND SURNAME				
SIGNATURE				
INSTITUTION/STAMP				
Note: Put an (x) sign in the relevant places. Following the completion of the internship, this form must be filled in by the relevant institution / person and given to the student in a sealed envelope to be delivered to the supervisor lecturer.				

ANNEX 13:

ALTINBAS UNIVERSITY FACULTY OF ECONOMIC, ADMINISTRATIVE AND SOCIAL SCIENCES SHM 401/SHM 402 INTERNSHIP IN SOCIAL SERVICE INSTITUTIONS I-II EDUCATIONAL COUNSELLOR EVALUATION FORM							
INTERNSHIP STUDENT							
<i>NAME AND SURNAME</i>							
<i>CLASS AND NUMBER</i>							
SUPERVISOR OF THE INTERNSHIP STUDENT							
<i>NAME/TITLE</i>							
<i>SUBJECT OF THE APPLICATION</i>							
<i>START AND END DATE</i>							
<i>The performance of our student doing "INTERNSHIP" in your institution/organisation will be evaluated by considering the following features. Your opinions on this subject will be taken as basis when evaluating our student.</i>							
FEATURES				VERY GOOD	GOOD	MEDIUM	INADEQUATE
<i>Attendance and time utilisation</i>							
<i>Social Work/Vocational Knowledge and Skills</i>							
<i>Ability to perform professional intervention</i>							
<i>Desire to Learn the Subject</i>							
<i>Ability to understand and apply what is taught</i>							
<i>Ability to assume responsibility</i>							
<i>Ability to Use Initiative</i>							
<i>Organisation-Cleanliness-Personal Care</i>							
<i>External Appearance</i>							
<i>Communication in the Field</i>							
<i>Field Relevance</i>							
<i>Evaluation of the entire study</i>							
Evaluation grade out of 100							
GENERAL EVALUATION							
<i>Chances of being successful in future social work related positions</i>							
<i>Would you like to have him/her practise or work in your unit again?</i>							
THE MANAGER/SUPERVISOR/SUPERVISOR WHO EVALUATED THE FORM							
DUTY AREA							
NAME AND SURNAME							
SIGNATURE							
INSTITUTION/STAMP							
<p>Note: Put an (x) sign in the relevant places. Following the completion of the internship, this form must be filled in by the relevant institution / person and given to the student in a sealed envelope to be delivered to the supervisor lecturer.</p>							

ANNEX 14:

**ALTINBAS UNIVERSITY
FACULTY OF ECONOMIC, ADMINISTRATIVE AND SOCIAL SCIENCES
DEPARTMENT OF SOCIAL SERVICE**

**SOCIAL SERVICE PRACTICE WITH THE COMMUNITY
COMMUNITY AND ITS MEMBERS INTRODUCTION FORM**

Report Date: .../.../.....

Name Surname

Class / Number:

Internship Institution:

Code and Name of the Internship Course:

Internship Period:

Organisation Counsellor:

Educational Counsellor:

I) TARGET AUDIENCE INTRODUCTION REPORT:

1- Subject A brief description of the target group

2- Objective

3- Organisation Resources: The resources that the organisation can use for the society and the target audience

4- Members: Who are the members of the target group? Why was this target group selected?

5- Structure Criteria for the inclusion of the target group in the implementation framework with the community

6- Plan Duration, time, place of internship

7- Physical Environment: The physical environment, materials, financial resources and special arrangements of the internship organisation

II) INTRODUCTORY REPORT FOR THE PROJECT TARGET GROUP

1- General Definition of Target Audience: The social, cultural and economic situation of the target audience, its relations with the environment

2- Due to which need and/or problem was the target group included in the study? How are these needs and/or problems defined?

3- To what extent and in what ways does community work improve the needs and problems of the individual?

4- In what way can working with the community contribute to the development of the target group?