

ALTINBAŞ UNIVERSITY
SCHOOL OF ADMINISTRATIVE, ECONOMICS AND SOCIAL SCIENCES

COMPULSORY INTERNSHIP DIRECTIVE

1. OBJECTIVE

The aim of compulsory internship program for Altınbaş University School of Administrative, Economics and Social Sciences students is to help them gain practical experience and improve themselves in theoretically, practically, and administratively sound ways by linking theoretical studies with practice.

2. GENERAL RULES AND PRINCIPLES

- 2.1. Students are required to do an internship of 20 business days in a public/private organization that meets the requirements set forth in this Directive so as to earn an undergraduate degree.
- 2.2. Regular students who have successfully completed 6 semesters hours and irregular students who have successfully completed 5 semester hours shall carry out a compulsory internship.
- 2.3. Although internships should be essentially carried out during summer vacation, students may do internship also during the mid-term breaks, before the graduation. Students may be allowed to carry out their internships outside summer/mid-term breaks provided that they obtain approval from their Internship Coordinator.
- 2.4. Double major students are also required to do internship relating to their respective program.
- 2.5. Internship can be carried out at home or abroad, in a private/public or non-governmental organization. If the host company/organization is selected by the student, the said company/organization shall be approved by the Internship Coordinator.
- 2.6. Students are required to adhere to the rules & regulations, directives and instructions set forth by the host company/organization.
- 2.7. Prior to the beginning of the internship, students shall provide their internship coordinator with internship documents, and the host company/organization chosen by student shall be approved by the Internship Coordinator. When the internship is over, students shall have the internship documents signed by the authorized person at the host company/organization and submit them to the Internship Coordinator along with the compulsory internship report.
- 2.8. Internship Coordinators are responsible for overseeing the coordination and implementation of an internship program in accordance with the internship regulations.
- 2.9. In order for the employment process and social security procedures of the intern can be initiated, students shall choose the Host Company and submit the Internship Details Form to their respective undergraduate school at least two weeks prior to internship start date.
- 2.10. It is crucial to submit Internship Details Form in time in terms of carrying put the employment process and social security procedures. In the event that students fail to submit the completed Internship Details Form by the deadline, their internship shall be deemed null and void.
- 2.11. Students shall not be hired as interns by first degree family members. Otherwise, their internship shall be deemed null and void.
- 2.12. At the end of the internship, "Compulsory Internship Folder" shall be completed and submitted to Internship Coordinator, along with the "Student Internship Evaluation Report" within at least (45) forty-five days after the semester begin date, following the completion of internship.

3. INTERNSHIP HOST COMPANIES

How to choose a Host Company/Organization:

3.1. Applying for an Internship of Your Choice

Students may apply to companies/organizations of their choices as part of the rules and procedures set forth by their respective academic department. In this case, Internship Coordinator will provide the "Student is required to do internship" letter for internship acceptance.

Students who are approved by the workplace and accepted for internship must have the internship application form approved by the internship coordinator.

3.2. Applying for an Internship via the Career Development Center

Students will be provided with a "Compulsory Internship Folder" for starting their host company application process, provided that they meet the job description requirements, host company's recruitment criteria, and pass all stages of application process successfully such as tests and interviews.

4. WHAT TO DO AFTER YOU FIND AN INTERNSHIP

Once students chose the host company, they shall request a "Compulsory Internship Folder" from their Internship Coordinator, then fill it out as described in this Directive and submit it to the their Academic Department's Internship Coordinator after they've completed their internship.

In order to be given a Compulsory Internship Folder, student must submit the internship application form approved by the host company to his/her Internship Coordinator.

After they obtain a Compulsory Internship Folder, students are required to fill out a social security inception form at the administrative department, which shall be determined by the University, and a copy of social security inception statement shall be kept in the Compulsory Internship Folder.

5. REQUIRED DOCUMENTS TO THE COMPULSORY INTERNSHIP FOLDER

- Internship Application Form
- Social Security/Insurance Inception Statement
- Internship Certificate
- Internship Report

6. GUIDELINES FOR WRITING THE INTERNSHIP REPORT

In the introduction part of the report, student shall state the following;

- Name and surname of the student submitting the report
- Corporate name and address of the host company/organization
- Contact details regarding the supervisor at the host company/organization
- Internship start and end dates

- 6.1.** Internship Report shall be completed and submitted to Internship Coordinator within at least forty-five days after the semester start date, following the completion of internship. In the event that students fail to submit the completed report by the deadline, their internship shall be deemed null and void.
- 6.2.** Should the need arise; Internship Coordinator may contact the Host Company to check and approve the Supervisor Evaluation Form of Internship and Internship Reports
- 6.3.** The completion of Compulsory Internship Program is one of the graduation criteria for issuing a diploma or interim certificate of graduation.

Legal Bases of this Policy			
Relevant Board/Committee	Date of Decision	Decision No.	Decision Article
University Senate	27/08/2019	2019/10	Decision 3
Board of Trustees			

ATTACHMENTS:

- Internship Application Form
- Internship Registration Certificate
- Internship Report