

TO THE ATTENTIONS OF STUDENTS WHO WILL DO INTERNSHIP

Question 1: Which dates can I do my internship?

The internships must not coincide with the course period. Therefore, you can do your internship after the spring semester is over and until the fall semester starts.

Question 2: Can I do my internship during the summer school?

It is not possible to do an internship while taking courses in summer school. Students who want to attend the summer school should choose thesis.

Question 3: What is the duration of internship?

The duration of the internship is 30 workdays. This duration as a whole should be completed at the same institution, it cannot be separately used.

Question 4: What is the purpose of the internship?

The purpose of the internship is to provide an opportunity to our students so that they can adapt their theoretical knowledge into real life, gain experience, and learn institutions.

Question 5: Where I can find a place to do the internship? Do I have to find the place by myself?

You can do your internship in public or private institutions such as banks, ministries, and stock broker companies, relevant departments of private companies, accounting offices, SMEs, and factories. It is your responsibility to find the internship place. To find the place either you can go to specified places or you can also find job applications of companies online. In addition to these, you can follow the job applications from human resource web pages like kariyer.net, yenibiriş, and secretcv.

Question 6: Can I do my internship in a place that found?

Yes, you can do your internship where you found on condition that the internship should be related to your field.

Question 7: What should I do before starting internship?

You can follow the steps below. These steps must be concluded 15 days before the internship starts.

- Internship students should get the "Occupational Health and Safety Training Certificate" before starting to internship processes. You cannot do internship without this certificate. You can get this certificate from Erciyes University Continuing Education Center.
- Compulsory internship students need to give the writing, signed by dean on behalf of the rector, covers the statement of "Occupational Accident and Disease insurance for 30 working days will be paid by our university to Social Security Institution" to the internship place.
- Student should apply the internship by writing the letter of intent covering the compulsory internship for 30 days and student's signature.
- After the application is accepted, letter of approval signed by the workplace authority is received.
- Compulsory Internship Form that contains the picture, birth certificate and university information of the student and workplace and employer or workplace authority information must be filled out completely.

- Compulsory Internship Form should be signed by the student and approved by program internship coordinator and the faculty internship coordinator and then it should be given to the dean of the faculty with a copy of ID and 2 passport photographs.
- The dean of the faculty must inform the Health, Culture and Sport Office about approved e-declarations that covering the student's internship period within the first 3 days of the following month.
- Due to the Law 5510, the start and end date of the internship and weekly internship days should be determined by the employer.
- Social Security Insurance numbers (SSI) must be taken over from those who have the current SSI numbers and for those who does not have SSI numbers by editing the first entry of notice as insured by Faculty Deans. All operations must be made through this number.

Question 8: What is the deadline to hand the report in?

Reports are accepted at two separate date within the academic year. If summer internship students take the course during the fall semester, then they need to deliver the report until 31th December. On the other hand, if they take the course spring semester, then they need to deliver the report until 15th May to the internship or thesis advisor.

Question 9: How can I learn the result of my internship report?

For learning the grade of internship/thesis report you need to follow the Student Affairs Information System (SAIS). After examining the report, related advisor must enter the grade to the system until the deadline.

Question 10: Can I do my internship during the semester or any other time that I want?

No. You can do your internship from the date specified in the academic calendar of the end of the spring semester to the end of the summer (fall semester starting day). The internship cannot be done except these dates.

Question 11: Can I do my internship in family business or in acquaintance business?

There is no certain institutionalization criteria about the place of internship. However, it is not appropriate to have same last name with the chief operation officer who has the authority to sign. Still, the internship/thesis advisor is the one that you need to take approval about this situation. It is under her/his initiative whether the internship qualified and ethically acceptable or not.

Question 12: How can I do my internship in risk groups enterprises in terms of job security?

If you have your safety certificate, you can do your internship in enterprises that belong to different risk groups.

Question 13: Do I have to deliver the internship evaluation report to dean's office by myself?

No. Internship evaluation report should send by entity with private ways such as cargo to dean's office. If necessary you can direct the entity about this.

Question 14: Can I prepare my internship report about my advisor's field while doing the internship in different field?

No. Your advisor will inform you about the topics. You need to take one of them and then prepare a report about what you chose. If you do not want to do your internship about the topics that your advisor offered, you need to apply for different advisor after taking your current advisor's approval.

Question 15: How many pages and which format do I need to use for report?

There is no standard number of pages for report. Studied business, application area and consultant's requests are the main determinants in this regard. The internship report can be a minor thesis which contains related information about the business and the working area. In this regard, generally beside the daily internship report, report like thesis report about the work you are doing is required. For detailed information you can contact with your advisor.

Question 16: Can I give the decision of writing report or thesis?

This topic is completely at the discretion and approval of your advisor. For this reason, after passing the 3rd grade and determining the advisor, you need to arrange meetings for exchange of ideas and guidance of your consultant. If you are decisive for internship or thesis, you will draw the best conclusion you can by consulting to your advisor.

Question 17: Who will fill the internship evaluation form?

After receiving the internship evaluation form from dean's office, it should be delivered to the chief operation officer. End of the internship the chief operation officer will send the filled report by posting it to the dean's office.

Question 18: The institution that I want to do my internship wants a writing during the application, what can I do?

The internship institution may request a paper from you in order to know whether internship is official or not. You can receive the required writing from dean's office.

Question 19: After the determination the advisor, which operations should I follow?

After determining the advisor in 3rd grade, you need to immediately start to meet with him/her before the semester ends. You can decide what you want to do with your advisor. If you decide to do internship, then you need to follow some steps 15 days before the internship starts. These steps are examined above. After the internship, you can start to prepare your report and deliver it within the specified time schedule. If you choose the graduation thesis, then you can also start to write your thesis and deliver it within the specified time schedule.

Question 20: May I ask to change my internship or thesis advisor?

If you have a claim about this situation, then you need to write a petition that contains the reasons of why you want to change your advisor. After writing the petition, you need to deliver it to the dean's office. If the faculty management finds it appropriate, then your advisor can change.

Question 21: I am indecisive about choosing internship or thesis?

Internship or graduation thesis is recommended just for your future plans. Both of them are contributive. If you are doing your career plans over public, graduation thesis will be better for you. On the other hand, if you want to work in private sector, then internship will be best. It can be easier to prepare graduation project but you need to choose the useful one not the easy one.

Question 22: I have a different problem who could I ask?

You can contact with Assist. Prof. Dr. H. Nur BAŞYAZICIOĞLU, the faculty internship coordinator.