

## INTERNSHIP GUIDELINE

The internship procedure outlined below applies to all internship courses (ME 300, ME 396, ME 400, ME 496).

Teams codes for internships:

- ME 300/396: gscjaef
- ME 400/496: wdcjrr

The minimum duration for all internships is **20 working days**, and the maximum is **90 working days**.

### Before Application

- The summer internship period starts after the final exams and ends before the beginning of the Fall semester.
- If the company requests a document proving that the internship is mandatory, a signed and **approved application form** by the internship coordinator can be filled in and submitted to the company.
- For all internship courses, there must be at least one engineer or technical teacher in the company.
- Since ME 300/396 are manufacturing internships, the selected company must use machining or casting production techniques. Additionally, as technical drawings of the parts involved in the production process must be included in the report, it should be confirmed that the company allows sharing such documents.
- For ME 400/496 internships, technical drawings or machining processes are not required. These internships should be carried out in a competent company where organizational processes can be observed.

### Preparation of the Internship Application Form

- Once the company is selected, the **application form** must be prepared and submitted to the department internship coordinator within the announced deadlines.
- The internship dates should be carefully planned considering holidays, religious days, and whether the company operates on Saturdays.
- If you are expected to work during official holidays, the company must submit a petition to the department and you must attach it to your application form. No such

petition is required for the day before a religious holiday (“arife”); in that case, simply mark “yes” on the relevant part of the form and enter 1 day.

- Internships cannot be carried out during summer school if you are enrolled in any courses. If your internship overlaps with your summer school schedule, it will be canceled.
- If the internship dates are incorrect, the faculty will not be able to process the insurance, and your application will be deemed invalid. No additional time will be granted in such cases; you may only reapply in the next application period.
- The application form must be approved by an authorized engineer, the human resources manager, or the company owner.
- The form must include a photo, and the signature and stamp of the approving authority must be present.
- Internship application documents will be collected twice via the Teams group — once before and once after the summer school period (around May and late July).
- When uploading the application form in PDF format to the assignment on Teams, the file name must follow this format: studentname surname\_number.
- For those whose insurance will be handled by the company or who will be doing internships abroad, sending the form via email is sufficient. These students should not upload the document to the Teams assignment.
- Make sure your PDF document is clearly scanned using Adobe Scan or a similar app.

### **Social Security Institution (SGK) Registration Document**

- After the application documents are submitted to the faculty, the insurance process will be initiated.
- Depending on the workload, the SGK registration document can be obtained via e-Devlet no later than the start date of the internship.
- If a student decides not to proceed with the internship after SGK registration has been completed, they must fill out a cancellation petition and submit it to the internship coordinator **within 5 days** from the intended start date.

### **Report Process**

- After the internship is completed, the report must be prepared according to the sample provided on the website forms section.
- ME 300/396 reports may be written in **either English or Turkish**. ME 400/496 reports **must be written in English**.

- After the cover page, a completed and signed **evaluation form** with the student's photo must be included in the report.
- To confirm that the report has been reviewed and approved by the authorized engineer, the **signature and stamp/seal** must be placed under the **daily work schedule** at the end of the report. No additional signature or stamp is required on other pages.
- **The internship activity report**, which must be submitted **in a sealed envelope** by the company, will be collected at the same time as the main report. The sealed part of the envelope must bear a stamp, and the report must include the student's photo. One of the two copies stays with the company; **only one copy should be submitted** in the envelope.
- Reports will be collected **online** on the dates announced (usually in November). Activity reports must be submitted **in person**. After completing the writing and signature process, scan the report clearly in **PDF format**.
- A digital copy of the report (it may be unsigned) must also be uploaded to the Turnitin account created for plagiarism checking — excluding the table of contents and references sections.
- Reports that are partially accepted may be revised and resubmitted by the **end of December**. Internship courses will **not** be offered during the Spring semester.
- If the company pays the student for the internship, a portion of the amount may be reclaimed. In such cases, students must fill out the "**Internship Compensation Declaration Form**" available in the Teams "Files" section and submit it together with the bank receipt on the date announced (within the Fall semester).
- Students who did **not** receive any payment from the company are **not required** to fill out the compensation form.
- *Final internship reports for the "Single Course" status are collected on **two separate dates**, depending on whether the student is taking summer school courses (usually August/September). Students must contact the Registrar's Office and submit their petitions on time.*