

Steps to Follow before/after Finding Internship

Before Finding Internship

- Read carefully the entire “Internship Q&A” document that is available on the department internship [website](#), to be aware of the departmental requirements and other important info about internship.
- If you have any questions or need any clarifications about the content of the “Internship Q&A” document, contact the Department Internship Coordinator by [email](#).
- Make sure that the organizations you’re contacting satisfy the minimum size requirement, to avoid a possible disapproval of your internship application by the Department.

After Finding Internship

- Prepare the following documents and email them to the Department Internship Coordinator.
 - A document proving that the condition about the size of the organization is fulfilled (e.g.: you can forward an email sent by the respective official working at the organization to the coordinator, or provide a short letter signed by the official)
 - A signed letter (“*Yüzyüze Eğitim Taahhütnamesi*”) that is available at the department website (required **only for physical internship**)
 - A signed letter stating that you choose the remote internship option at your own wish and assume the responsibility to tackle possible operational shortcomings of having a remote internship (required **only for remote internship**)
 - The Internship Application Form (**three copies**, each of which has to include required signatures and all the necessary info about the organization, the internship, and the student) which should be obtained from ÖMER
 - Make sure that your internship starts on a day after the final exam week or, at least, after your last final exam.
- After you receive the three copies of the department-approved form (i.e., Internship Application Form) which will be emailed to you by the Department Internship Coordinator, hand them over to the faculty secretariat for faculty approval (**Do not send emails to the Dean or his/her office!**).
- Submit the three copies of the form approved by the dean office to ÖMER (contact ÖMER for additional forms as well as documents you have to provide them)
 - You have to hand in the forms along with other documents to ÖMER **at least 10 days** before the internship start date (keep in mind this condition when determining the start date. Also, it may take a few days for the Department and the Dean office to sign your application forms. Hence, you are advised to email the necessary documents to the internship coordinator **at least 20 days** before the internship start date).
- Contact the Department Internship Coordinator for any internship-related questions.