

FACULTY OF ENGINEERING AND NATURAL SCIENCES

INTERNSHIP

FREQUENTLY ASKED QUESTIONS

1. How can I access information and necessary documents about my internship?

You can access all the information and necessary documents about your internship from the *internship* link on the website of the department. (<https://muhendislik.istinye.edu.tr/en/departments/internship>)

- Internship process workflow
- Frequently asked questions
- Internship coordinators
- Internship obligation document
- Internship application form
- Internship report template
- Internship evaluation form
- Internship directive
- Department-specific conditions

2. Who is my department internship coordinator?

You can access all the information and necessary documents about your internship from the *internship* link on the website of the department. (<https://muhendislik.istinye.edu.tr/en/departments/internship>)

3. When do I need to do my internship?

- If you have one compulsory internship in the curriculum of your undergraduate program, you must do it in the summer months of the year you pass from the 3rd to the 4th grade, when the educational activities are not continued.
- If you have two compulsory internships in the curriculum of your undergraduate program, you must do the first internship in the summer of the year you move from the 2nd to the 3rd year, and the second in the summer of the year you move from the 3rd to the 4th year.
 - If you couldn't do your first internship on time, you can do both of your internships during your second internship. In this case, if you cannot do your internships in different companies, you should do them in different subjects in the same institution/organization. At this stage, you should get the approval of the department internship coordinator.
 - While you are doing your first internship in your own term, you cannot bring your second internship forward and do it together with your first internship.
- It is expected that you will do your internship during the period when educational activities are not continuing.

4. Can I do my internship while educational activities continue?

Yes, you can. However, you must act in accordance with the following rules:

- You cannot do your internship on the days when you have a lesson in the weekly curriculum.
- You cannot do your internship on the day(s) of the exam.
- At least three working days must be completely empty in the weekly course schedule.
- If the institution/organization that you want to do your internship works on a weekend day(s) and declares this on its own letterhead, the weekend day(s) are also counted as working days.

5. How many working days should my internship be?

For detailed information about the compulsory internship(s) of your undergraduate program, you can review the table given in the internship obligation document.

- If you have one compulsory internship in the curriculum of your undergraduate program, you must do an internship for 30 working days.

- If you have two compulsory internships in the curriculum of your undergraduate program, you must do each internship for 20 working days.

6. What should I do if the institution/organization I want to do my internship requests an internship obligation document?

You can access all the information and necessary documents about your internship from the *internship* link on the website of the department. (<https://muhendislik.istinye.edu.tr/en/departments/internship>)

7. What is a voluntary internship and when can I do it?

A voluntary internship is a type of internship that you can do voluntarily to increase your professional knowledge, experience, and practice. The rules regarding the optional internship are the same as the compulsory internship. ISU covers the insurance premiums of optional internships up to 40 working days during the duration of the student status.

8. Does the university help in finding an internship place?

It is your responsibility as a student to find the institution/organization you will do your internship with. However, both your faculty and department and the Career Center are in constant communication with companies to support you by making agreements.

9. Can I do my internship in an institution/organization abroad?

Yes, you can. However, the insurance premium of the internship abroad is not covered by ISU.

10. What steps should I follow before starting the internship?

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- You must find an institution/organization that meets the internship conditions determined by your department.
- You should make sure that the supervisor of the institution/organization is someone who has a bachelor's degree in your field.
- You should confirm the suitability of the institution/organization you found with the department internship coordinator.
- You must fill in the internship application form in 3 copies.
- You must first have the internship application form approved by the institution/organization where you will do the internship.
- You must have the internship application form signed by the head of the department and the dean.
- You must submit the internship application form to ÖMER at least 10 days before the internship start date.

11. Which steps should I follow during the internship?

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- You must download the internship report template file and the internship evaluation form.
- You must fill in your daily achievements in the internship report and get the necessary signatures from the authorized person of the institution/organization.
- You should add all the outputs you have produced to your report.
- At the end of your internship, you should receive the internship evaluation form in a sealed envelope filled in and signed by the authorized person of the institution/organization.

12. What steps should I follow after completing my internship?

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- You must register for the internship course in the course registration week of the academic semester following the end of your internship.
- You must submit the signed internship report to the department internship coordinator within the first 30 days of the academic semester.

- You must submit the internship evaluation form together with your report.
- You should not forget to submit the scanned version of the signed internship report in digital media.
- If you have received a deficiencies notification, you must complete and submit all deficiencies within two weeks.

13. If the institution/organization prefers to send the Internship Evaluation Form by itself, how should it do this?

May choose one of the following ways:

- They can send the internship evaluation form to the department internship coordinator via the official e-mail address of the institution/organization.
- They can send the Internship Evaluation Form by post or courier to the following address:
*Istinye University Vadi Campus, Faculty of Engineering and Natural Sciences,
Ayazağa Mah. Azerbaycan Cad. (Vadistanbul 4A Blok), Sarıyer, İstanbul, 34396 Türkiye.*

14. Do the signatures on the internship report and forms have to be wet-ink signatures?

The signatures and approvals could be either wet-ink or digital signatures.

15. Should I write the internship report in handwriting?

You should ask your department internship coordinator about that. Report writing rules may differ from department to department.

16. Should I prepare my internship report according to my undergraduate program language?

You should ask your department internship coordinator about that. Report writing rules may differ from department to department.

17. Can I divide my internship period into two or more parts?

No, you cannot. Each internship must be done at once without being divided into parts.

18. In which situations my internship is considered invalid/unsuccessful?

- The signatures and approvals for the Internship Application Form are not received,
- The signatures and approvals of the internship supervisor in the internship report are not obtained,
- If you did not revise your internship report according to the deficiencies notified by the department internship coordinator,
- In case you did your internship outside of the scope of your undergraduate program or insufficiently.

19. Due to a valid excuse, I could not complete my internship. Should I make up for my missing days?

Yes, you should complete it. You should contact your department internship coordinator to learn the necessary steps and make up for the missing days.

20. Can I do my internship in remote work form?

Yes, you can. You should not forget that you have to apply all the rules regarding the internship.

21. I am already working in a job with the same scope of my study and at the same time I continue my education. Can I be exempt from my compulsory internship??

If you have been working for the last 6 months in a job that will increase your professional knowledge and experience related to your undergraduate program, you must apply to the department internship commission with the insurance premium transcript document showing that you have been working and an exemption request petition.

22. If I transferred from another university and did an internship while I was a student there, can I count this internship?

You can have it counted if you bring the documents requested by the department internship commission and the commission can give a positive decision as a result of examining these documents.

23. Can I get a partial internship exemption?

No, you cannot.