Internship Process Workflow

What Stage Are You In?

Internship application

Find a company that meets the conditions of internship set by your department. If necessary, you can get the internship obligation document from the internship website.

First, fill out the internship application form on the OIS system and sign it by the company where you will intern.

Submit the internship application form to the OIS System for the department head and dean to sign. You should upload two documents the internship application form and the SPAS certificate.

SGK premium is paid by ISU for interships in Turkey. The job entry declaration is prepared by the ISU Human Resources Department and given to the student if requested.

You are ready to do the internship!

During internship

Get the internship report template file and the internship evaluation form.

Fill out the internship report for each day using the template file and have it signed by the internship supervisor of the company.

Do not forget to put the outputs such as schema, code, design etc. that you produced during your internship in the appendix of your report.

At the end of your internship, the internship evaluation form must be filled and signed by the internship supervisor. The internship evaluation form must be taken in a sealed envelope.

You are ready to move to the next step!

After internship

Enroll in the internship course at the beginning of the academic semester following the end of the internship.

Prepare the signed, completed printout and scanned version of the internship report in pdf format.

Submit the printout of the internship report, the scanned pdf file and the internship evaluation form to the department internship coordinator within the first 30 days of the academic semester following the end of the internship.

Is there any deficiency?

- Yes → Complete the reported deficiencies within two weeks and submit them to the department internship coordinator.
- No → Your internship ended successfully!

Have the deficiencies been fixed?

- No → Your internship ended unsuccessfully!
- Yes → Your internship ended successfully!

Get the internship obligation document, internship report template file, internship evaluation by clicking here.

Do not forget to read the frequently asked questions and special conditions set by your department, if any, by clicking here!