

## 2022-2023 Summer Practice (Internship) Flow Chart

Guide		Description
<b>STEP 1</b>	<p><b>Before</b> IST (Integrated Summer Training) Register to the Course ME 200 or ME 300 at Spring Semester</p>	<p>*At 4<sup>th</sup> semester register to ME 200                      *At 6<sup>th</sup> semester register to ME 300                      *You are responsible for following announcements and processes. Generally internship application deadline is end of March, Acceptance Results announced in May</p>
<b>STEP 2</b>	<p>Fill in Appendix 1 (Ek-1) (compulsory integrated training application form)</p>	<p>*Forms and requirements are given at Mechanical Engineering Web Site &gt; Integrated Training                      *Selected firms <u>have to fit</u> with ME 200 or ME 300 <u>Requirements/Subjects</u>                      *If company demands compulsory internship document from you, Fill in the Appendix 1 (Ek-1) and get approval from the Internship Coordinator (Dr. Hamit Tekin) before proceeding for the next steps</p> <ol style="list-style-type: none"> <li>i. Get 1 copy of Appendix 1 (EK-1)</li> <li>ii. Fill out Appendix 1 (EK-1)</li> <li>iii. Submit the form and the number of employees in the workplace (indicate in the e-mail) to Res. Ass. Bahar Sayılır and get approval.</li> </ol>
<b>STEP 3</b>	<p>Fill in Appendix 2 (Ek-2) (compulsory integrated training application form)</p> <p>Appendix 7A or Appendix 7B which is appropriate for you (International students Appendix 7B)</p>	<p>*Firstly contact with the approved firm and be sure the Appendix 2 is signed and stamped by responsible staff                      *<u>Training start and end dates must be written</u>                      *For each training, 20 working days must be fitted. Also, you could go to the company for the internship in Summer School if you have free days.</p> <ol style="list-style-type: none"> <li>i. Get the Appendix 2 (Ek-2)</li> <li>ii. Get company to fill out and approve Appendix 2 (Ek-2)</li> <li>iii. Get 3 copies of approved Appendix 2 (Ek-2) form</li> <li>iv. Get 2 portrait photos (Write back your Name Surname)</li> <li>v. Get form:                             <ol style="list-style-type: none"> <li>a. Appendix 7A (EK-7A) if you have general health insurance (You should write "herhangi bir sebepten dolayı" ("for any reason") in the space in Appendix 7A (EK-7A) or</li> <li>b. Appendix 7B (EK-7B) if you don't have general health insurance (International students get Appendix 7B)</li> </ol> </li> <li>vi. Get 2 copy photocopy of:                             <ol style="list-style-type: none"> <li>a. Your ID if you are citizen of Republic of Turkey</li> <li>b. Your passport if you are a foreign student</li> </ol> <p style="color: red;">International student submit followings additionally instead of Turkish ID:                                  Get "<b>Residence Permit Number</b>" or "<b>Temporary Identification Number</b>"  <b>Photocopy of passport, Photocopy of your residence permit</b></p> </li> <li>vii. Write your name and surname, address, signature and integrated training start and finish dates on the <u>back of your ID or passport photocopy.</u> (if you are a foreign student, also write your ID number that starts with "9".)</li> </ol>

		<p>viii. Get a printout of "STAJYER ÖĞRENCİ İŞSİZLİK FONU KATKISI BİLGİ FORMU" (<b>Unemployment Fund Information Form</b>) and fill it accordingly. (You could download from Mechanical Engineering Web Site &gt; Integrated Training-Tümleşik Eğitim ).</p> <p>x. Submit the documents to Res. Ass. Bahar Sayılır in sheet protector (file).</p> <p><b>(Due dates for June internship; dd.mm.yyyy, For July, August, September; dd.mm.yyyy)</b></p> <p>Wait for approval e-mail from department secretary</p>
<b>STEP 4</b>	<p><b>Complete</b></p> <p>IST (integrated summer training) and prepare IST report</p>	<p>SUBMISSION</p> <p>i. Submit Appendix 3 (EK-3) COMPULSORY INTEGRATED TRAINING STUDENT EVALUATION FORM in an envelope that has been closed,sealed and signed, unless the firm wants to submit Appendix 3 (EK-3) itself.</p> <p>ii. Submit Appendix 4 (Ek-4) COMPULSORY INTEGRATED TRAINING PLACE EVALUATION FORM</p> <p>iii. Get a printed copy of your IST report in spiral bound form together and submit to Res. Ass. Bahar Sayılır</p> <p>iv. Submissions will be made at once and to the STC.</p> <p>Submission dates: <b>dd.mm.yyyy</b></p>
<b>STEP 5</b>	<p><b>Evaluation</b></p>	<p>Report will be evaluated by the Internship Coordinator (Dr. Hamit Tekin)</p>

The internship Coordinator: Dr. Hamit Tekin

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Res. Ass. Bahar Sayılır

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