

ÖZYEĞİN UNIVERSITY MANDATORY (CREDIT) INTERNSHIP PROGRAM

Dear Internship Sponsor,

This document has been prepared to share with you the mandatory (credit) internship philosophy of Özyeğin University. We believe that mandatory (credit) internships are interwoven among three stakeholders: the University, the intern, and the internship sponsor. With the combined efforts of all these three stakeholders, our mandatory internships provide an invaluable experience for all the parties involved, provided that each stakeholder fulfills their responsibilities.

In line with our mission to offer sector-integrated applied education, Özyeğin University requires internships in all its programs. As per the effective legislations, our University provides social security coverage for each student whose internship is approved; and, to that end, prepares and submits the necessary documents to the respective institutions.

Özyeğin University students may have their internship experiences approved as mandatory internships, and earn academic credits toward their graduation requirements. To do so:

1. Students must have successfully completed the pre-requisite courses required by their academic programs,
2. Internship Sponsors must have completed, signed, and returned the information form prepared by our University, containing questions about the internship period, internship content, and expected learning outcomes.
3. The Internship Sponsor must provide an official letter to the University, which affirms that the intern started and duly completed the internship by performing the assigned roles and responsibilities within the internship term, after the University approved the internship sponsor, internship content, and the internship term, and completed the social security registration on behalf of the intern.

The purpose of our University's mandatory (credit) internship program is to enable students to apply the theoretical knowledge and skills they acquired in class to actual business processes, and help them shape their academic and professional career path based on their internship experience. Therefore, as mentioned in Article 2 above, the internship period, the internship content, and expected learning outcomes are our critical pre-requisites for mandatory internships. To that end, we expect the mandatory internships' learning objectives and expected learning outcomes to:

- Help students gain practical and experience in companies,
- Let students be a part of a team,
- Give students the opportunity to understand what is expected from a full-time employee.

We are confident that internship programs that satisfy the expected learning outcomes will add value not only to the internship sponsors that give our students the opportunity to intern for their organizations but also to the personal and professional development of our students who successfully complete their internships, fully aware of the fact that this opportunity comes with responsibilities.

Kind Regards,

Director / School Director

FACULTY / SCHOOL INTERNSHIP INFORMATION FORM

This form contains information to be considered by Özyeğin University in granting the required pre-approval for the internship sponsor and fulfilling the social security obligations on behalf of the prospective intern who will complete his/her (mandatory) or non-credit internship. Thank you for your cooperation.

Please fill out the form in its entirety on the computer. Please note that forms filled out by hand will not be considered.

To be completed by the student.

Student's Name and Surname:	
Student ID Number:	
TR/Foreign Identification Number:	
Program / Class: /
	Program / Class:
GSM :	
E-Mail:	
Internship Type:	Mandatory (Credit) Internship Course Code:

To Be Completed by the Internship Sponsor

Internship Sponsor or Employer:	Name	
	Address	
	Sector	
	Line of Business	
	Internship Supervisor's Full Name	
	Telephone No	
	E-Mail Address	
	Company Category: <input type="checkbox"/> Public Company <input type="checkbox"/> Private Company <input type="checkbox"/> SME <input type="checkbox"/> Research Institute <input type="checkbox"/> Multinational Company <input type="checkbox"/> Other (Please specify):.....	

Internship Start Date	Internship End Date	Total Number of Internship Days Between the Specified Dates
Internship Method	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time (For Part-Time Internships, Please Mark the Weekly Working Days.)

Working Days for Part-Time Internships	Number of Weekly Working Days for Part-Time Internships
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	

Work Schedule and Benefits: (Compensation, Housing, Transportation, Dining)	<input type="checkbox"/> Compensation(.....-TL) <input type="checkbox"/> Housing <input type="checkbox"/> Transportation <input type="checkbox"/> Dining (Any compensation received and other side benefits, if any, must be specified.)
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Department(s)/Unit(s) and Field(s) to Be Affiliated With During the Internship Period:	
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Job Description/Content:	
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Expected Learning Outcomes /Competences:	
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Internship Supervisor's:	Name and Surname	
	Title	
	E-Mail Address	
	Telephone No	

Student's Signature	Employer's Stamp of Approval	Internship Coordinator's Approval