



Mugla Sıtkı Kocman University

Software Engineering Department

Internship Guide

Contents

1. DOMESTIC INTERNSHIP CRITERIA	1
Basis	1
Beginning and Duration of Internship	1
Internship Attendance Obligation	2
Internship Related Documents	2
Determination of Internship	2
Internship Change	2
Internship application	3
Implementation and Monitoring of the Internship	3
Preparation of Internship Report	3
Evaluation of the Internship	3
Internship Exemption Request and Evaluation	5
2. INTERNATIONAL INTERNSHIP CRITERIA	5
2.1 Internship Abroad	5
2.2 Documents Related to Internship	5
2.3 Erasmus+ Internship	5
2.4 Evaluation of Internship Abroad	5

1. DOMESTIC INTERNSHIP CRITERIA

Students who will do domestic internships must comply with Mugla Sıtkı Kocman University's VOCATIONAL INTERNSHIP DIRECTIVE.

1.1 Basis

This Guide has been prepared following the Summer Internships Directive, which was prepared based on the 16th article of the Mugla Sıtkı Kocman University Associate Degree and Undergraduate Education - Training and Examination Regulation, published in the Official Gazette dated 10.04.2013 and numbered 28614.

1.2 Beginning and Duration of Internship

Students can start their first internship at the end of the fourth semester.

The internship period should not be less than 40 working days and must be done in at least two internships in 20-day periods.

It is not possible for students to do voluntary internships other than the mandatory 40 working days internship period since the University does not provide insurance for voluntary internships.

Under normal circumstances, a week is considered to be five working days. In enterprises operating on Saturdays and/or Sundays, if this situation is documented, the weekly working day in these places is taken as a basis.

Overtime hours cannot be transferred to another day.

1.3 Internship Attendance Obligation

Every student is obliged to do their internship at the internship place allocated to them, and they are obligated to continue the training. These internships are deemed invalid for students who do not do internships in the areas assigned to them except for compulsory reasons or who do not attend more than 20% of the determined internship period.

1.4 Internship Related Documents

Students are responsible for preparing, following, and providing the following documents during the internship. Papers were announced on the Software Engineering Internship page of the Faculty of Engineering.

- A. Document stating that internship is compulsory for our students.
- B. A document showing that our university will ensure our students during the internship.
- C. Sample of Petition to be written to Mugla Social Security Institution Directorate.
- D. Firm Approval Certificate
- E. Internship Report
- F. Internship Evaluation Form

1.5 Determination of Internship

The responsibility of finding a suitable internship place rests entirely with the student. With this, The "Departmental Internship Committee" may take necessary initiatives with institutions/organizations to facilitate the student's finding an internship place of desired quality.

The student has to get the approval of the Department Internship Committee before starting the internship in the company they find.

1.6 Internship Change

After students start their internship, they cannot change their internship place without the knowledge and approval of the Departmental Internship Commission.

1.7 Internship application

After the "Company Approval Form" is sealed and signed by the company, it must be submitted to the Department Internship Committee before the announced date determined by the Software Engineering internship commission.

1.8 Implementation and Monitoring of the Internship

Student; he goes to the institution/organization where he will do his internship together with the 'SGK Job Entry Declaration' and the 'Institution/Organization Student Internship Evaluation Form' and delivers the documents to the 'Institution/Organization Internship Officer' and does his internship on the specified dates.

At the end of the internship, these forms are sent to the Computer Engineering Department Internship Commission in a sealed envelope with the company stamp/seal on it after they are filled and approved by the authorized person (in charge of the internship unit). Forms without institutional stamp and approval are not considered in the evaluation.

The work done during the internship is approved by the student in the Internship Report (the format of the internship report is available on the department website) regularly on the computer and with the signature of the authorized person at the internship place. Internship reports that do not have signatures, stamps, seals, or dates, and erasures, scrapings, and improper corrections are not accepted.

Each student has to submit the internship report to the Software Engineering Department Internship Committee, in return for a signature, by the end of the fourth week following the opening of the academic semester following the end of the internship. Internships of students who submit their reports after the announced date are not accepted.

1.9 Preparation of Internship Report

Internship reports is prepared in accordance with the format defined in the Directive Annex and Departmental Internship Guidelines.

Reports that do not comply with these conditions will not be evaluated, and the student's internship will be deemed unsuccessful.

The internship report is prepared in the Latex format and style announced on the software engineering website. Style changes are not recommended.

The resolutions of the figures used in the report should be sufficient and easily readable.

The internship report should be submitted to the "Departmental Internship Commission" in a bound form file.

The language of the internship report is English and has a minimum of 20 pages.

Internship reports should not contain confidential information proprietary to the company you worked for.

1.10 Evaluation of the Internship

Internship students will be evaluated by the internship commission in the academic semester following the internship period, regardless of whether they have taken the course. The internship course grade will be reflected in the system at the end of the semester in which the student takes the course.

Evaluation of the internships of the graduate students in the Summer term will be made three times, on Fridays in the last weeks of July, August, and September. Internship evaluation on these dates:

Students who enter the university must submit their internship reports and documents to the Software Engineering Department Internship Committee at least three days in advance.

The student who cannot deliver the documents on time will participate in the evaluation to be held in the following semester.

However, suppose the graduate student has an emergency, such as a graduate or military service application. In that case, they will be evaluated for an internship within three working days from the delivery of the internship report and documents, provided that this situation is documented.

Internship Evaluation Criteria

In order to satisfactorily complete the internship course, students are required to submit a final report in proficient English that accurately reflects the work they performed and its relevance to their academic program. The report must also contain a detailed account of how the internship enhanced their skills in specific courses, the relevance of the coursework to their training, and how it strengthened their training in the field.

An internship evaluation jury appointed by the department's internship committee will evaluate each student's presentation about their internship. The presentation must be delivered within the academic semester following the internship, regardless of whether the student has taken the internship course. If the presentation is deemed inadequate, the jury may request the student to make another presentation or assign a

failing grade.

Graduate students will have three opportunities for internship evaluation during the last weeks of July, August, and September, held on Fridays. Students who intend to participate in the evaluation must submit their internship reports and supporting documents to the Metallurgical and Materials Engineering Department Internship Committee at least three days prior to the scheduled evaluation. Failure to meet this deadline will result in deferment to the following semester's evaluation.

The grade for the internship course will be reflected in the system at the conclusion of the semester in which the course was taken.

1.11 Internship Exemption Request and Evaluation

The acceptance of the internship by the student who came to the Faculty of Engineering with a horizontal/vertical transfer during his/her registration at the higher education institution or in the double major program is decided by the Board of Directors upon the recommendations of the 'Departmental Internship Commission.' In this context, the student; Internship exemption application must be made to the Department Head by the end of the second week of the first registration period.

The student enrolled in the minor program does not have a compulsory internship obligation within the scope of the minor program.

2. INTERNATIONAL INTERNSHIP CRITERIA

2.1 Internship Abroad

The same internship rules apply to students who will do internships abroad other than Erasmus+.

2.2 Documents Related to Internship

Students who will do internships abroad other than Erasmus+ are obliged to complete the documents in English on our department's website. Since no social insurance premium or similar premium will be paid for the student who will do an internship abroad, the insurance employment statement in the directive is not prepared.

2.3 Erasmus+ Internship

Internship applications and other procedures of students doing the Erasmus+ internship will be made through Muğla Sıtkı Koçman University International Relations Coordinators (UIK). Detailed information can be obtained from the web page of UIK (uik.mu.edu.tr) and through the Department Erasmus coordinator.

Students are obliged to give a copy of the internship acceptance certificate to the internship commission, except for the documents requested by the UIK.

2.4 Evaluation of Internship Abroad

Internships abroad and within the scope of the Erasmus+ internship can be counted

towards the compulsory internship for 20 working days, regardless of the total duration. In the internship evaluation, the domestic internship evaluation conditions are the same.