

**T.C. ISTANBUL KULTUR UNIVERSITY**  
**FACULTY OF ENGINEERING**  
**INDUSTRIAL ENGINEERING DEPARTMENT**  
**INTERNSHIP PRINCIPLES**

**A. COMPULSORY INTERNSHIP PLAN**

The IE Undergraduate program envisages that the **compulsory internship**, covering a **total of 40 working days**, will be carried out when the professional awareness and competencies that the students will gain through courses reach a certain level. Within the scope of the credit load for non-internship courses, the student cannot do a compulsory internship in the semester in which he/she is enrolled in one or more courses (including summer school). The student carries out his internship within the scope of two different courses coded IE5802 and IE7803 in the Curriculum:

1. **IE5802 Industry Training I:** It can be done for at least 10 working days at the end of the 4th semester at the earliest. The student who completes his internship enrolls in the IE5802 course in the following semester and is required to submit reports, etc. follows responsibilities on the course CATS page.

2. **IE7803 Industry Training II:** The student who successfully completes the IE6404 Production Planning and Control course at the end of the 6th semester at the earliest, can do the internship for at least 20 working days. After completing the internship, the student enrolls in the IE7803 course in the following semester and is required to submit reports, etc. Follows responsibilities on the course CATS page.

**B. Flow of The Compulsory Internship Process**

The steps that students must follow to initiate, finalize and report their internship work are summarized below. The documents and resources to be used in this process can be accessed on the [IE internship web page](#).

**1. Eligible Departments for Internship and Company Approval Form (F1)**

The student downloads the "Company Approval Form (F1 document)" from the [IE internship website](#) at least 2 weeks before the start of the internship. He/ She finds the company/institution where he/she wants to do his/her internship, and agrees with the company manager regarding the internship location, start and end dates, and duration. It is approved by stamp/seal/signature by filling out the F1 document.

For IE5802, any of the Accounting/Finance, Logistics/Warehouse, IT, Human Resources, Purchasing, Sales/Marketing, Project Management, Strategic Management, Supply Chain Management, R&D offices can be selected. However, for Internship II for IE7803, a manufacturing company should be chosen where the student can see the flow of goods from raw materials to product. Sections such as Production Planning, Production and Quality Control comply with IE7803. The departments listed here are for example purposes only, and the decision on internship suitability is the responsibility of the student advisor. If the student has doubts about the relevance of the internship post, he/she should consult his/her advisor before preparing the application documents.

**2. Insurance Coverage Declaration Form (F0, if the Company requests)**

If the company/institution selected for the internship **requests** a document from the University stating that the internship is done in accordance with the curriculum and that the SGK premium will be covered

by the university, the student downloads and fills out the "IKU Insurance Coverage Declaration Form (F0 document)" from the [IE internship web page](#), has it signed by his/her advisor, and sends it to the company.

### 3. Login to the Internship Application System

At least 10 days before the start of the internship, the student logs to the "[IKU Internship Management System](#)" using the "**INTERNSHIP APPLICATION**" button displayed on the [IE internship web page](#), uploads the requested information and documents and submits them for the approval of the advisor.

Important points to consider in this step are listed below:

a. Among the documents to be uploaded to the "IKU Internship Management System", there is also the "Company Approval Form (**F1 document**)", which the student must prepare in the first step. Since the procedures carried out at IKU and SGK require at least 10 days, uploading this document on time is important.

b. Once the student submits her/his internship application via the internship management system, he/she cannot change the information in the fields. A common mistake at this step is entering incorrect/incomplete internship dates. In problematic situations that will prevent/delay the advisor's approval, the student must contact his advisor by e-mail and monitor the process closely in order to correct the entered data immediately.

c. After the student's application, the advisor examines the student's semester, internship start-end dates and duration, and the company/department where the internship will be done (Google Maps, phone, onsite visit). Following the approval of the advisor, IKU HR department initiates the procedures for the payment of SGK premium. At this stage and afterwards, the student cannot change the internship location and dates unless there is a compelling reason that can be documented.

### 4. Preparation of Company Intern Evaluation Document

At the end of the internship, the student downloads the "**Company Intern Evaluation Form** (F2 document)" from the [IE internship website](#) and has it approved by the official of the institution where he/she works.

### 5. Preparation of Internship Report

The student prepares the **Internship Report** by following the template on the [IE internship web page](#) and CATS/IE STUDENTS/Resources. The report is uploaded to the CATS/Assignments page of the relevant internship course. At this stage, the student should carefully follow the CATS announcements of IE5802 and IE7803 courses.

### 6. Evaluation of the Internship Report

The internship commission examines the internship report. If the commission finds the content and format of the internship report inappropriate, it notifies the student for correction. The student uses his/her final right by re-uploading the corrected/updated report **within the specified period**. Depending on the evaluation of the committee, either "Y" (sufficient) or "Z" (insufficient) grade may be announced in Orion

## C. VOLUNTEER INTERNSHIP

The student can carry out a **voluntary internship** at his/her own discretion, for a total of 40 days. However, as in the compulsory internship, one **cannot do** a voluntary internship during the semester in which he/she enrolls a course. The student prepares the "**Company Approval Form** (F1 document)" as in the compulsory internship study; uploads to [SYS](#) for academic advisor approval and SGK transactions.

Flowcharts for the internship application process and internship completion process are presented in Figure 1 and Figure 2.

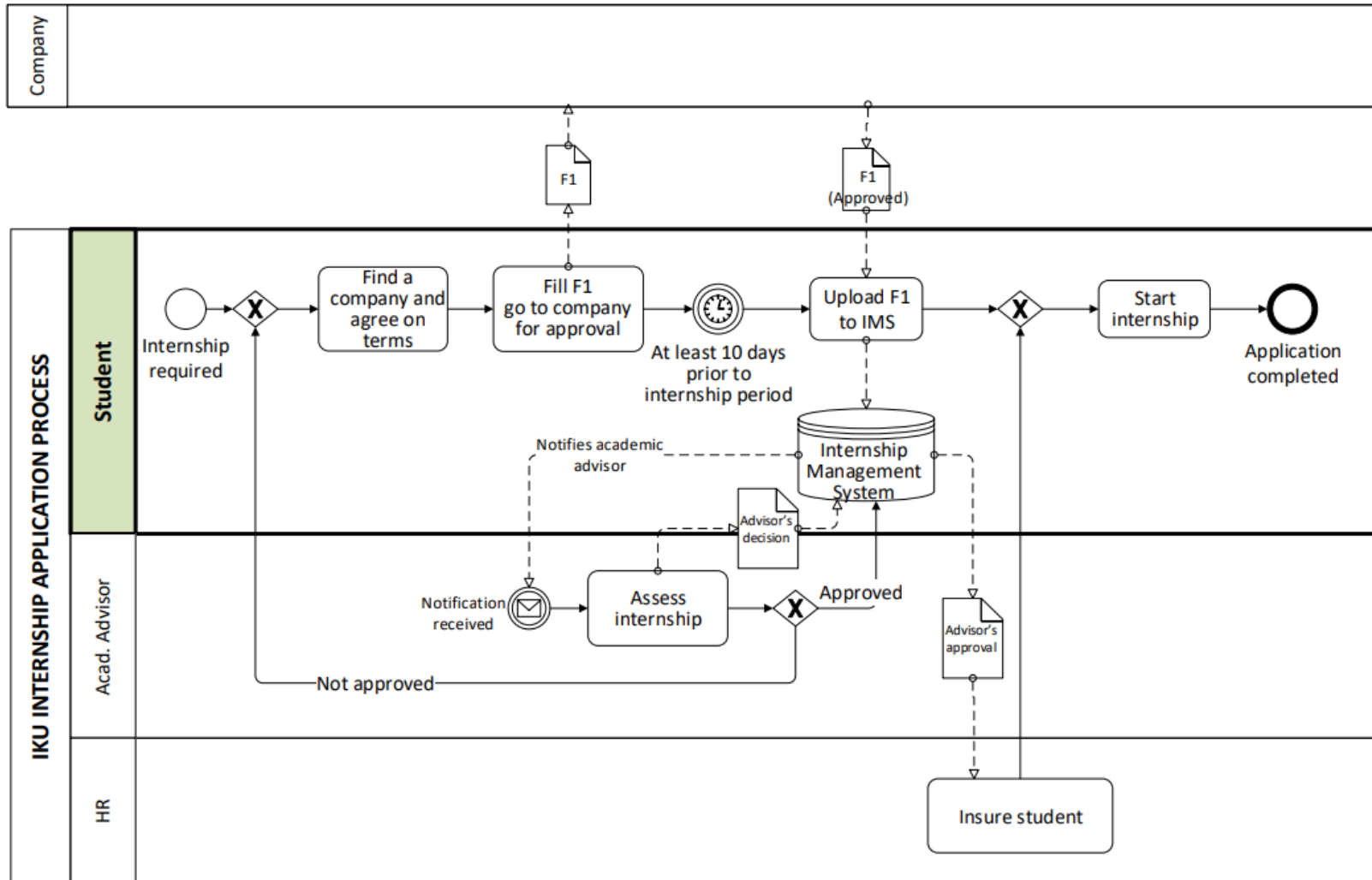


Figure 1. Internship application process flowchart

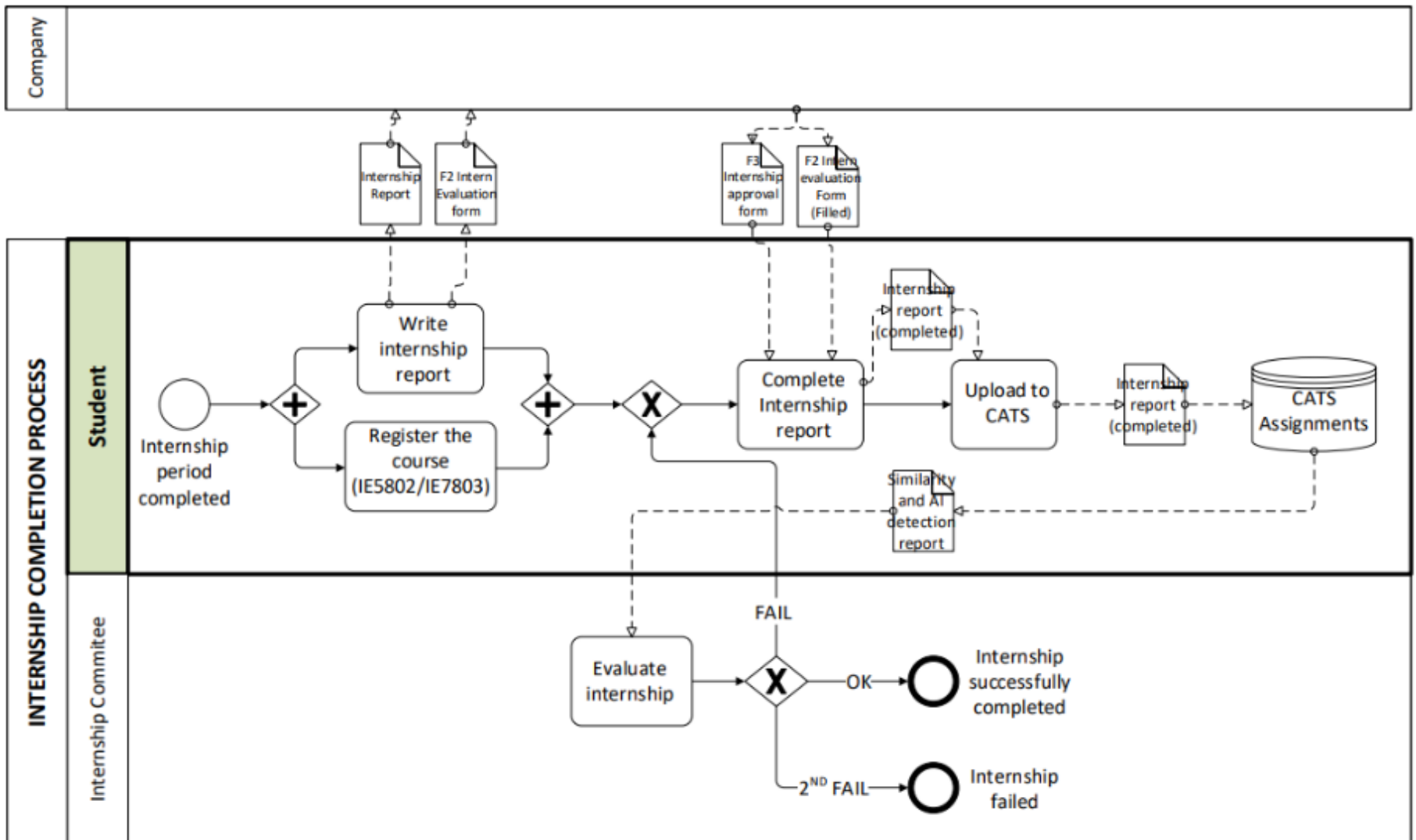


Figure 2. Internship completion process flowchart