



**İZMİR UNIVERSITY OF ECONOMICS
INTERNSHIP BOOKLET**

ST 100/200/300/400

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I. DEFINITION AND AIM OF THE INTERNSHIP

The students studying at Izmir University of Economics are anticipated to perform internship in order to improve their theoretical knowledge gained while studying and develop their skills.

Internship is to get IUE students ready for the business life in public and private sectors. IUE undergraduate and Vocational School students prepare for business life by making internship during specific periods in order to make observations and on-site examinations about the positions they may have in trade and industry enterprises and in institutions and corporations in service sector about their education.

Providing the development of the knowledge formed by the courses in the related academic program in industry is preparing for the courses that will be taken in the following years, introducing students with the works they may do in the institutions related to their education in an industry environment. The viewpoint in here must be to observe the works done in the institution in detail. Besides, by performing this internship, the students will gain experience about institution-management-worker relations and interactions.

II. INTERNSHIP PROCESS

II. 1. Internship Application and Approval of the Internship Place: Before starting to the internship, all students have to get "Internship Acceptance Form" in Appendix-1 signed to the institution that they will be doing the internship. Afterwards, they have to receive approval from the Internship Committee about the institution that they will be doing the internship until the end of June. The Internship Acceptance Form must be submitted to the related Internship Committee at least two weeks before the beginning of the internship. If needed, each department may limit the qualities of the internship institutions in accordance with the type of education of their own department.

II. 2. Intern Evaluation Form: "Intern Evaluation Form" in Appendix-2 is given to the student whose internship place is approved in order to be submitted to the institution to be filled in at the end of the internship. Following the end of internship, the form that is filled in by the authorities in the institution has to be given to the internship committee by the student.

II. 3. Internship Place Evaluation Form : All the students that complete their internship fills in "Internship Place Evaluation Form" in APPENDIX-3 and submit it to the Internship Committee with their internship report.

II. 4. Preparing the Internship Report: Internship Report is prepared in English in accordance with the content and writing rules specified in item IV. A summary in Turkish will be submitted to the institution if demanded.

II. 5. Submission of the Internship Report: Internship reports in English must be hand delivered to the related Internship Committee within 7 days following the end of the internship period. Reports sent by postal service are not accepted.

II. 6. Evaluation of the Internship Report: Internship documents are examined by the related Internship Committee or members of academic staff.

If needed, the commission may ask student to demonstrate his/her knowledge, rewrite the report and/or have an interview with the student about his/her internship.

In the event of failure, internship programs must be repeated.

The submission and approval of the internship reports of the students who have the completion of their internship as the sole obligation for graduation must be completed until a week ago from the beginning of the courses in the following semester.

III. INTERNSHIP REPORT WRITING PLAN AND RULES

III.1. Report Writing Plan

Internship Report is made up of the following parts.

- Internship Report cover page,
- Contents
- Summary
- Internship Report main text
- Appendix pages (if any)

Cover Page : Cover page includes the information that will be printed on the front cover of the Internship Report. Cover page of the report will not be paged. Cover page must be written in accordance with the example given in APPENDIX-4/A.

Contents : Contents in Internship Report must be prepared in accordance with APPENDIX-4/B.

Summary : The aim, scope of the internship work, the method(s) used and the conclusion(s) will be stated clearly and shortly in a way that includes the summary of the report text without exceeding one page (APPENDIX-4/C)

Report Main Text : Internship Report main text should be prepared in a way to provide answers to the questions in Section V and to the questions in APPENIX-5 given by the Internship Committee if any.

Appendixes : An appropriate "title" must be selected for each "Appendix", and must be numbered as Appendix-1, Appendix-2, Appendix-3 in accordance with the presentation order. (Ex: Appendix-1. Organizational Chart of the Institution).

III.2. Page Setup and Writing Rules

Internship Report must be written according to the report writing rules stated below and submitted on time.

Internship Report is a report that the questions in the internship booklet are answered and that includes additional works and/or drawings wanted from the students by the institution. The appendixes with too much drawing, photography and visual material will be submitted in a form (CD, DVD, Portfolio, etc.) announced by the internship committee

Internship Report:

- Must be written in digital format and printed on a white sheet in A4 size.
- MS-WORD standard word template, Times New Roman font, 12 font size and 1½ line spacing must be used.
- All pages of the Internship Report except for the cover page must be paged and each page of the report should be signed and sealed by the authorities of the institution.
- The report is made up of "Izmir University of Economics Internship Report Cover Page" example of which is given in APPENDIX-4/A and the texts and appendixes that include the answers of the general questions under "Questions to be answered" title in section V of this booklet and other additional questions required by the Internship Committee if any.
- The students must give importance to the language used in the Internship Report; titles, sections, subsections, margins must be standard and in integrity, and the students must pay attention to spelling and punctuation

Students must refrain from using unnecessary information and documents in the report, and they must give reference to the information that support the main text of the report, page them and put them to the appendixes part without exceeding 5 pages.

IV- EVALUATING THE INTERNSHIP REPORT

While evaluating the Internship Report Izmir University of Economics Internship Directive is taken as a basis.

The evaluation is made over 100 and the results are conveyed to Student Affairs by the faculty deanship/school directorship. Student who gets at least 60 points at the end of the evaluation will be successful in internship. Evaluation results are indicated in the transcripts of the students by the Student Affairs as satisfactory (S) or unsatisfactory (U).

Internship grades may be taken into consideration in the evaluation process of the success on certain courses, in case it is accepted by the related faculty. Internship grades that are taken into consideration in the evaluation process of the success on other courses are evaluated over 100.

The success of the internship depends mostly on the following conditions:

a) The reports that are not prepared in accordance with the Internship Report Writing Plan and Rules stated in the booklet will not be evaluated. Internship Committee may want the required parts to be rewritten.

b) "Intern Evaluation Form" in Appendix-2 is given to the student whose internship place is approved in order to be submitted to the institution to be filled in at the end of the internship. Following the end of internship, the form that is filled in by the authorities in the institution has to be given to the internship committee by the student or sent via mail by the institution to "*Izmir Ekonomi Üniversitesi Student and Corporate Activities Directorate Staj Birimi, Sakarya Cad. No: 156 35330 Balçova-İZMİR*" in a signed and sealed envelope.

c) The student is responsible from the distribution of the said form and it should be submitted with Internship Report.

d) Internship Report is submitted to the related unit to be given to Internship Committee until the end of the period stated in IUE Internship Directive. The reports that are not submitted in time are not evaluated and the student fails.

The students who receive Unsuccessful (U) grade must repeat the internship. Graduation procedure of the student who does not complete his/her internship will not be made.