

KARADENİZ TECHNICAL UNIVERSITY
OF FACULTY OF TECHNOLOGY
INTERNSHIP REGULATION

This directive has been prepared in order to regulate the internship principles for students at KTU Of Faculty of Technology. The directive consists of two parts. The first part includes the general provisions for all departments, and the second part includes special issues related to the departments.

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A-FIRST PART

1. GENERAL CONSIDERATIONS:

Article 1.1. In addition to the course credits required to be completed by the students of KTU Faculty of Technology in order to be eligible for a bachelor's degree, it is compulsory for them to do an internship (practical work) in order to increase their practical knowledge and skills to contribute to their engineering education within the framework of the rules of Directive for Internship at Karadeniz Technical University Of Faculty of Technology.

Article 1.2. The implementation and evaluation of the internship is regulated by this directive.

Article 1.3. Matters not included in this directive are decided by the Department Internship Commission.

Article 1.4. This directive enters into force on the date of its adoption by the relevant Boards.

Article 1.5. This regulation is executed by the Dean's Office of Karadeniz Technical University Of Faculty of Technology.

2. INTERNSHIP DURATION AND PERIODS

Article 2.1. The total internship (practical work) period required for the student's graduation is seventy-two (72) working days. Students who will do internship can do internship for a minimum of fifteen (15) working days and a maximum of forty (40) working days in an internship period (within a one-year period covering two semesters) without a break.

Article 2.2. No internship may be conducted in a workplace for less than 15 working days. A working day requires at least eight (8) hours of daytime physical or mental work. The student may work a maximum of six days per week.

Article 2.3. Internships can be done during the summer vacation and/or during the mid-term vacation (periods outside the course and exam periods in the academic calendar) if 20 working days fit. Internships cannot be done on days declared as official holidays. However, in private institutions or organizations, internships can be done on Saturdays other than official holidays.

Article 2.4. Students who have successfully completed all their courses must complete their internships within a period of six months by registering as of the date they take their final exams.

3. INTERNSHIP LOCATION

Article 3.1. The suitability of the public or private sector organizations where the internship will be done is under the authority of the Internship Commission of the Departments.

Article 3.2. The student must do his/her internship in an institution/organization that operates in a field related to his/her department at home or abroad and has at least one engineer in the fields specified in the special issues of the departments.

Article 3.3. The student chooses his/her internship place from the internship places announced by the Department or from Public/Private institutions or organizations operating in the relevant engineering field in Türkiye or abroad, which he/she obtains as a result of his/her own initiatives.

Article 3.4. The distribution of internship places provided from public or private organizations with the initiative of the department is made by taking into account the ranking to be made according to the student's academic grade point average, with priority given to upper class students.

Article 3.5. Students who want to do their internship outside Türkiye can do their internship through the International Association for the Exchange of the Students for Technical Experience (IAESTE) (<http://www.iaeste.itu.edu.tr/tr/index.htm>). Students can also do internships in foreign countries outside Türkiye by obtaining the written permission of the Department Internship Commission in the companies they contact as a result of their own initiatives.

4. STARTING INTERNSHIP

Article 4.1. Students must have completed at least four semesters of education in their departments in order to start their internships.

Article 4.2. The student must obtain the "Practical Work (Internship) Record Sheet" with a photo and cold stamp, and the "Internship Report Book" from the student affairs office to begin the internship. The student provides this sheet to the relevant internship place. The internship file consists of a cover page, a work program, and A4-sized pages detailing the tasks performed.

Article 4.3. The student applies to the Department Internship Commission at least two (2) weeks before the end of the courses with an approved document titled or stamped, dated and containing the name of the internship and the information of the company, indicating that the internship request from the institution where the student wants to do internship is accepted. The student's application is examined by the Internship Commission and, if necessary, detailed information about the internship place is requested and it is decided whether the internship can be done in that institution. Students can start their internships after receiving approval from the internship commission. Internships started without the approval of the department internship commission are not valid.

5. EXECUTION OF INTERNSHIP

Article 5.1. Actual attendance to internships is compulsory.

Article 5.2. Students must comply with the regulations, directives, and working rules of the workplace where they do their internship. During the internship, the student is obliged to do and participate in the work given by the authorities related to the internship subject.

Article 5.3. Students on internship may not engage in strikes, demonstrations, marches, or work slowdowns.

Article 5.4. The student who starts the internship cannot change the internship place without informing and obtaining the approval of the chairman of the internship commission, and if he/she does, the internship is deemed invalid.

6. PREPARATION OF INTERNSHIP FILES AND SUBMISSION

Article 6.1. The language of the internship report book prepared for internships in Türkiye is Turkish. Internship files for internships abroad can be prepared in Turkish or English. Files written in a language other than these languages must be notarized and translated by the student.

Article 6.2. A separate internship file must be prepared for each internship. A separate internship file must also be prepared for incomplete or partially completed internships.

Article 6.3. Internship files are submitted to the the department internship commission every year at the time determined by the department internship commission. The internship of the student who does not submit the file on time is not accepted.

Article 6.4. The "Internship (Practical Work) Registration Slip" is filled in completely by the relevant engineer of the organization where the internship is carried out, including information about the student's attendance, interest, success and other situations, and is signed and sealed. In the internship registration slip, the evaluation grades are indicated numerically out of 100 as 80-100 (very good), 70-79 (good), 60-69 (average) and 0-59 (unsuccessful). The internship registration slip is placed in a signed and sealed envelope and sent to the relevant Department secretariats by registered mail. Student Affairs, Department Chairmanship, and Internship Commission cannot be held responsible for the loss and delay of the said slip in the post.

Article 6.5. Internship registration slips that are not signed, stamped, and in a sealed envelope, incompletely filled or not received by the university are not evaluated and the internship is not accepted.

7. EVALUATION OF INTERNSHIPS

Article 7.1. The coordination of student internship work and the evaluation of internship work is carried out by the Department Internship Commission. The internship evaluation document must be signed by the head of the internship

commission and at least one member.

Article 7.2. The student's internship file is examined by the internship commission of the relevant department, taking into account the information it contains, the way it is written, the internship registration slip from the workplace and the basic principles sought by the departments.

Article 7.3. Department Internship Commissions may also benefit from other faculty members of the department in reviewing and evaluating internship reports. Department Internship Commission may organize written/verbal exams during the evaluation period and supervise the internship studies on site. Internship results are evaluated as **FAIL** or **SUCCESS** and if successful, the number of working days considered valid is indicated.

Article 7.4. As a result of the examination of the internship reports, students who are found to have damaged the internship documents and papers or who are found to have prepared and submitted an internship report without attending the internship site are investigated within the framework of the Student Disciplinary Regulations of Higher Education Institutions.

Article 7.5. Internship files that are substantially similar to each other, internship files that give the impression of being copied from another internship file, or an internship file that largely contains information from books are completely rejected by the Department Internship Commission.

Article 7.6. Internship review results are announced on the date determined by the Department Internship Commission. For students who have to do their internship at any time of the year, the results of the examination are announced within 4 weeks at the latest after submitting the internship file.

Article 7.7. The internships of Double Major Program (DMP) students are evaluated separately by the internship commission of each department.

8. EXEMPTION

Article 8.1. The former internships of the students enrolled by transfer may be re-evaluated by the department internship commission and those deemed appropriate may be accepted if they are documented.

Article 8.2. Students who have graduated from the technical programs of Vocational Schools of Higher Education and enrolled with transfer can be re-evaluated by the department internship commission if they document the internships they have done during their Associate Degree education and those deemed appropriate can be accepted.

Article 8.3. Internships completed by students who graduated from vocational high schools during their high school education are not acceptable.

9. GRADUATION

Article 9.1. Students whose total 72-day internship is approved by the Department

Internship Commission are entitled to graduate if they are successful in their other courses.

Article 9.2. The graduation date of students who have the right to do internship outside the dates specified in the internship directive is the first Friday after the acceptance of their internship files.

B-SECOND SECTION

Since this section contains special considerations for each of the departments within the Of Faculty of Technology, the conditions stipulated for one department do not apply to other departments.

ISSUES RELATED TO THE DEPARTMENT OF CIVIL ENGINEERING

- Requirements for Public or Private Organizations to be Interned:

- i. The organization to be interned must operate in the field of construction works (infrastructure or superstructure works) (no internship in plastering, painting, etc.).
- ii. The organization must have at least one Civil Engineer in charge of the interns.
- iii. The organization should be engaged in earthworks, foundation excavation, concrete works, reinforced concrete construction works, retaining walls, tunnels, road construction, sewage and water supply works, offshore structures construction, dam construction, project preparation and implementation works, housing and factory construction, steel structures, etc.
- iv. The organization providing the internship must commit to employing the interns effectively.

- Internship Announcement and Information:

Every spring semester, the Internship Commission organizes a meeting on a date announced in advance and informs the students about the initiation and execution of the internship and the completion of the internship book.

- Work to be done during the internship:

- i. Obtaining information about the organization: Learning the subjects of activity, organizational structure, parts and duties of the organization. Questioning what the expectations of the workplace are from a Civil Engineer during the internship, examining the hierarchy among the employees in the workplace,
- ii. Monitoring, examining, and learning the work carried out by the organization,
- iii. Work machines, measuring instruments, etc. used in the organization should be introduced and the work in which they are used should be examined,
- iv. Examination of quality control and testing laboratories in the

- organization, if any, and examination of what kind of experiments are carried out,
- v. Review of quality assurance system (if applicable)

- Preparation and Approval of Internship File:

The "Internship File" that internship students must prepare must be organized in accordance with the following spelling rules.

- i. The report should be written in a technical writing style, either by hand or using a computer printer, with a font size of 12 points.
- ii. The title of each section will be written in capital letters. In sub-headings, if any, each word will start with a capital letter.
- iii. During the explanation of the subjects, if necessary, drawings and diagrams will be made in accordance with the technical drawing rules.
- iv. Each Figure and Table will be numbered in the text.
- v. Page numbers should be written at the bottom center of each page, excluding the cover page.
- vi. The internship file will consist of the following sections:
 1. Internship file cover page (outer cover)
 2. Internship file front page (illustrated and approved): student name, surname, number, internship start and end dates, how many days of internship, workplace supervisor's name, surname, signature and approval.
 3. Table of Contents: In the places given weekly in the internship file, the type of work carried out each day will be written and the detailed descriptions of these works will be indicated on which pages.
 4. Introduction: In this section, brief information about the subject of the internship, the name of the workplace and its activities will be given. The number of engineers and technicians working in the workplace and their duties will be briefly discussed.
 5. Work done during the internship: In this section, the work done in the jobs specified in the internship directive will be written in detail on a daily basis.
 6. Conclusion section: At the end of the internship files, the knowledge and skills acquired in the internship and the work done will be summarized and opinions and thoughts will be written.

- Each page of the internship file must be approved by the workplace supervisor with the title of "Civil Engineer". The chamber registration number or diploma number of the civil engineer who approved the internship file must be written.

- Submission and Evaluation of Internship Files:

- At the end of the internship period, the Internship Commission will announce the proposed date for the submission of the files at the beginning of the semester following the internship period in order to evaluate the internships more effectively.
It is requested to submit the internship file within the announced period.

- Internship files are evaluated by the internship commission. In this evaluation, the internship file layout, the introduction of the place of internship, whether the work done during the internship is presented in the specified order and whether the interns have a certain knowledge about the work done at the end of the internship.

- In the interview with the interns, the members of the internship commission score them separately. The average points given in the interview for each intern constitutes the "internship file success score" for the internship file. At the end of this evaluation, the internship of students who do not get 60 points is considered as "**Failed**".

The average of the grades given on the internship record sheet, filled out by the institution where the internship is performed, is calculated, and a "record sheet success score" is determined for each student. Internships for students with a record sheet success score below 60 points are considered "**Failed**."

- In the evaluation of internship files, the "internship file success score" and the "record sheet success score" are averaged to calculate the "internship success score" for each student.

- The average of the internship success points of the students doing internship in an internship period is taken and the internships of the students who have an internship success score above this average success score are considered "Successful" for that period. If the internship success score is lower than the average success score, the number of days of internship is reduced by the ratio of "internship success score / 100" and the number of days accepted is determined. The number of days obtained is rounded to the nearest whole number.