

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	1 15

CHAPTER ONE

Purpose, Scope, Basis, and Definitions

Aim

ARTICLE 1- (1) The purpose of this directive is to regulate the basic principles and fundamentals of the clinical/field practices and summer internships that students are required to do during their education, as envisaged in the education training program of the Nursing Department of the Faculty of Health Sciences of Istanbul Okan University, and to determine the principles and rules that students must comply with during their practices.

Scope

ARTICLE 2- (1) This Directive covers the internship principles and fundamentals of clinical/field practices and summer internships in the education training program of students registered in the Nursing Department of the Faculty of Health Sciences of Istanbul Okan University.

Legal Basis

ARTICLE 3- (1) This Directive has been prepared based on the “Istanbul Okan University Associate and Undergraduate Education-Teaching and Examination Regulation”, the “Regulation on Determining the Minimum Education Conditions for Medical, Nursing, Veterinary, Pharmacy, and Architecture Education Programs” published in the Official Gazette dated February 2nd, 2008 and numbered 26775, and the Social Insurance and General Health Insurance Law numbered 5510.

Definitions

ARTICLE 4- (1) In this directive the terms refer to;

- Department: Istanbul Okan University Faculty of Health Sciences Nursing Department.
- Department Board: Academic Board of the Nursing Department of the Faculty of Health Sciences.
- Department Head: Head of the Nursing Department of the Faculty of Health Sciences.
- Faculty Board of Directors: The Board of the Directors of the Faculty of Health Sciences.
- Institution / Organization: Public or private institutions or organizations where students will do their mid-term practice / summer internship.

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	2 15

f) In-Term Practice: The practical training conducted with patients or healthy individuals in institutions/organizations related to primary, secondary, and tertiary health services and/or in places required by the course.

g) Intern Practice: The in-term practice specified in the education-training program to be carried out by senior students who have successfully completed compulsory vocational courses in the eighth semester.

h) Internship Committee: The committee responsible for the coordination and control of internships established by the Nursing Department of Faculty of Health Sciences of Istanbul Okan University.

i) Internship Instructor: The teaching staff who provide guidance and responsible for the internship in the institution/organization where the practice are made, and are present in the clinical area with the students during the practice and provide support for their education.

j) Internship Insurance: The work accident and occupational disease insurance provided during clinical practices, summer internships, and internships of students during their education. Insurance is provided under Article 5-b of the Social Insurance and General Health Insurance Law No. 5510, and insurance premiums are paid by the University during the internship period in accordance with Article 87-e of the same law.

k) Practice Grade: The grade received from the evaluations of the applications made as a result of the internship training conducted.

l) Senate: The Senate of Istanbul Okan University,

m) Student: The student of Istanbul Okan University, Faculty of Health Sciences, Nursing Department.

n) Summer Internship: An internship that covers 20 days for prerequisite courses and 15 working days for other courses, held in the summer following the second, fourth, and sixth semesters of the education program.

o) University: Istanbul Okan University.

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	3 15

CHAPTER TWO

General Principles for Compulsory Mid-Term Practice and Summer Internship

Compulsory Mid-Term Practice and Summer Internships

ARTICLE 5- (1) In order to be eligible to receive a bachelor's degree, students must successfully complete the compulsory mid-term practice and summer internships organized in accordance with the provisions of this Directive, in institutions and organizations providing primary, secondary, and tertiary health services, as well as in other fields required by the relevant course, by obtaining the required passing grade under the supervision of the person/persons determined/assigned by the Internship Committee.

Internship Committee

ARTICLE 6- (1) The Internship Committee consists of the Department Head and the relevant course instructors. The organization, coordination, supervision, and evaluation of the internships are carried out by the Committee. The Nursing Department Internship Committee is responsible for organizing and following up on students' internship documents and keeping internship information.

(2) The duties of the Internship Committee are as follows:

- Making preliminary studies and plans for internships in coordination with faculty members and internship locations, preparing internship forms.
- Preparing the internship program and learning outcomes.
- Assisting in arranging internship locations.
- Distributing students who have mid-term clinical practices and are registered for summer internships to their internship locations.
- Preparing student monitoring forms to ensure internship evaluation.
- Requesting and evaluating internship reports from faculty members.
- To ensure that mid-term practices and summer internships are carried out under the determined principles.

In-Semester Practice and Summer Internship Locations and Durations

ARTICLE 7- (1) The mid-term practices and summer internships of students registered in the Nursing Department are carried out within the periods specified in the education training program approved by the University Senate. The clinical practice period of the compulsory nursing major courses is as specified in the program. The "intern practice" planned for the spring semester of the fourth year is carried out within the periods specified in the education training program.

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	4 15

(2) The places for mid-term practice and summer internship are outpatient and inpatient health centers/hospitals affiliated with public/foundation/private institutions and organizations and other institutions and organizations where health services are provided (nursing homes, care, and rehabilitation centers, family health centers, non-governmental organizations, schools and workplaces, etc.) determined by the Internship Committee in coordination with the vocational course Faculty member/staff.

(3) The plans for the mid-term practices are announced to the students at the beginning of each term. During the mid-term practices, the assigned Faculty members monitor and control the students' practices.

(4) The Internship Committee may determine the internship locations for summer internships, or students may find an internship location using their resources. Summer internships are held in the clinics related to courses in education and research hospitals affiliated with universities and ministries, and in private health institutions with at least 100 beds.

(5) For the summer internship, the student informs the Nursing Department Head about the institution where they want to do their internship. After the student has the "Compulsory Internship Practice Form" approved by the Department Head in three copies, they apply to the institution where they want to do their internship. One copy of the "Compulsory Internship Practice Form", which is also approved by the authorized person of the institution applied to and stamped and signed, is submitted by the student to the academic advisor, one copy is kept by the institution where the internship will be done, and the other copy is kept by the student.

(6) The summer internship practice must be made at least 45 days before the date the student wants to do the internship and an acceptance letter must be submitted to the Department Head at least one month before the end of the term. Students who will apply for the summer internship through Career Gate must follow the relevant practice period. The documents and process steps that students must submit to the Department Head/Internship Committee/Academic Advisor are specified in the Fifth Chapter.

(7) If the student's practice is approved by the Department Head, he/she can do an internship in this place. Students cannot start an internship or change the internship place without the approval of the Department Head.

(8) Summer internships can be done outside of Istanbul, and the mid-term vocational course practices must be done in institutions in Istanbul. Scholarship students can do their internships at the institution that provides them with the scholarship if the Internship Committee finds it appropriate.

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	5 15

(9) Nursing students complete a summer internship of 20 working days (40 hours per week x 4 weeks) for the Fundamentals of Nursing Course at the end of the second semester; 15 working days (40 hours per week x 3 weeks) for the Medical Nursing Course at the end of the fourth semester; 15 working days (40 hours per week x 3 weeks) for Surgical Nursing; and 15 working days (40 hours per week x 3 weeks) for Gynecology and Obstetric Nursing Nursing, and 15 working days (40 hours per week x 3 weeks) for Pediatric Health and Disease Nursing at the end of the sixth semester.

(10) The summer internship period covers the period from the summer term following the spring semester to the fall semester registration week. Apart from this: Students who are about to graduate can do their incomplete internship outside of these periods with the approval of the Internship Committee. Students who attend summer school can do their internship outside of the period specified in the summer education academic calendar with the approval of the Department Head.

(11) During the summer internship, students are required to complete the internship of the course in which they are successful during the semester (See Article 9).

(12) Summer internships to be held abroad can be planned by applying international agreements and equivalence criteria in foreign institutions and organizations determined through various international programs and special initiatives with the approval of the Department Head.

(13) Students who wish to do their summer internships abroad can do so within the context of Erasmus and/or Exchange agreements or independently. The internship mobility conditions of the Istanbul Okan University International Office apply to students who will go with Erasmus and/or Exchange. When a student requests to do their summer internship abroad independently of the International Office, the Department Head decides on the suitability of the institution to be visited for the internship, and the final correspondence with the institution is made by the Department. In this case, the health insurance, accident insurance, etc. demands of the institution to be visited are met by the student.

(14) Foreign students can do their summer internships in their own countries.

Internship Location Change

ARTICLE 8- (1) After students start their internship and/or practice during the semester, they cannot change their internship location without the knowledge and approval of the relevant faculty member and the Department Head.

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	6 15

(2) In case of strike and lockout, death, mutual negativities, natural disasters such as earthquake, fire, or flood, students may continue their practices/internships in another institution or organization with the approval of the Department Head.

Prerequisites and Attendance Requirements

ARTICLE 9- (1) Students must pass the “Fundamentals of Nursing” course to start their summer internship at the end of the second semester. For other semester summer internships, if they pass the courses of these classes (Medical Nursing, Surgical Nursing, Gynecology and Obstetric Nursing, Pediatric Health and Disease Nursing), they can do the summer internship of the relevant course. Students who do not do the summer internship of the first year or who fail the internship cannot do the internship of the upper classes.

(2) To be able to apply as an intern, students must have successfully completed the Nursing Major courses (Fundamentals of Nursing, Medical Nursing, Surgical Nursing, Gynecology and Obstetric Nursing, Pediatric Health and Disease Nursing, Psychiatric and Mental Health Nursing, Public Health Nursing, Management in Nursing). The status of students who have only one course left for graduation is determined by the department each year and notified to the students.

(3) Issues regarding DMP (Double Major Program) students and intern practice are evaluated by the Department Board before each semester and the decisions taken are notified to the students.

In-Term Practices

ARTICLE 10- (1) In the mid-term practices, there is an 80% attendance requirement under the University regulations, students must go to internship for at least 10 working days in the mid-term practices. The duration of summer internships is 20 working days for prerequisite courses and 15 working days for other courses, and the attendance requirement for summer internships is 100%. A working day is calculated as 8 hours. Practice/internship is not done on official holidays. Internship is not done on weekends unless approved by the Department Head. Students who cannot meet the attendance requirement for practice/internship are considered to have failed the relevant course directly. Students’ attendance is monitored with an attendance list. When students come to practice, they sign the attendance list under the supervision of the responsible faculty member or in front of the person designated by the Faculty member.

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	7 15

(2) In summer internships, students who present official documentation stating that they cannot continue their internship due to illness or other acceptable reasons, and whose excuse is accepted by the Department Head, must complete the internship periods they could not attend, provided that it does not exceed 10% of the internship period. Otherwise, the student is considered to have failed the internship.

(3) According to Istanbul Okan University Undergraduate Education Regulation, students are required to attend 80% of each course practice, and students who are absent for more than 20% of the practice are considered unsuccessful. Accordingly, students who attend less than 10 working days of mid-term practices and less than 36 working days of intern practices will fail that course.

(4) Students whose absences exceed this period and are deemed to be on leave by the Faculty Board of Directors (for reasons such as sports, scientific activities such as congresses, etc.) complete their practices for the period they did not attend. Students who exceed this period due to health problems apply to the Department Head with their documents and their situations are determined by the decision of the Faculty Board of Directors.

Practice / Internship Evaluation

ARTICLE 11- (1) During the mid-term practices within the scope of nursing courses, students are evaluated by the Faculty members using various methods (written exam, oral exam, bedside evaluation, structured skill exam, observation forms, care plan, performance grade, etc.) and a “practice grade” is given. The practices and their weights that form the basis of the evaluation are announced to the students by the Faculty members at the beginning of the internship.

Summer Internship

ARTICLE 12- (1) Before the summer internships begin, the students’ internship files are sent to the authorized authority of the internship location. At the end of the internship, the internship documents approved by the authorized officer are delivered confidentially in a sealed envelope by mail or by hand to the Istanbul Okan University, Faculty of Health Sciences, Nursing Department.

(2) While filling out the internship success form, if there is any erasure, scraping, or similar situation, it must be initialed and stamped by the relevant persons, otherwise the internship will be considered invalid.

(3) Istanbul Okan University Faculty of Health Sciences Dean’s Office, Department Head’s Office, and Faculty Secretariat are not responsible for the loss or delay of the internship achievement form in the mail.

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	8 15

(4) Students who complete their summer internships submit their case reports to the instructor of the relevant course when course registration begins for the following semester. Following the evaluation of the summer internship case reports by the Faculty members, the summer internships are approved as successful/unsuccessful.

Clothing and Materials in Practice

ARTICLE 13- (1) The University's dress code regulations must be followed. For this purpose, during clinical practice and summer internship, students must wear a nursing uniform bearing the Istanbul Okan University emblem determined by the Department. The uniform must be worn only in the practice area, must be kept clean and ironed, and student IDs must be worn. The general appearance must be following uniform integrity; hair must be tied back completely, nails must be clean-short and with or without colorless nail polish, jewelry/piercings other than a seconds watch and small earrings are not worn, and make-up must be light. Male students must have a shaved head and beard. Work safety, patient safety, and disciplinary rules must be followed.

(2) To prevent freezing on cold days, long-sleeved t-shirts are not worn under the uniform; instead, a zippered, long-sleeved white or navy blue fleece jacket (length not exceeding the uniform length) is worn. When the fleece is worn, the student ID is attached to the fleece with a clip. Shoes must be closed and white, navy blue, or black sports shoes; socks must be white or skin-colored. Shoes used outside should not be worn during the practice; suitable shoes must be provided for the practice.

(3) Students should keep a small notebook and pen in their uniform pockets to record any necessary notes during the practice.

(4) Mobile phones should be kept silent/vibrated during practice hours and should only be used when necessary. During practice, no photos/videos should be taken, no audio recordings should be made, and no social media sharing should be done without the approval of the instructor and the permission of the patient/staff. Materials such as iPads and netbooks/notebooks should not be brought to practice. Patient confidentiality should be observed, and no data obtained from the hospital should be shared. The student is obliged to act within the scope of PDPA (Personal Data Protection Authority).

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	9 15

Principles of Practice

ARTICLE 14- (1) Students must have completed their internship insurance procedures before the internship. For this, the documents required by the University Human Resources Office must be submitted to the Department Head 15 days before the first practice/internship date. After the documents for the insurance document are approved by the Department Head, the insurance document is obtained from the Human Resources Unit.

(2) Students will be ready at the clinic/field where they will practice at 08.00 in uniform. Students who arrive for practice after 08.30 are considered not to have practiced that day. In case of any change required according to the institution's working hours, the approval of the Internship Committee is required.

(3) The practice ends at 16.00. Students who are found to have left the practice area before the practice end time are considered not to have practiced for that day. In case of any changes according to the institution's working hours, the approval of the Faculty Department members is required.

(4) The time allocated for the meal is 45 minutes and during this time, students leave the practice area by handing over their patients to another student or the clinic nurse. A 15-minute tea break can be taken once a day in the morning. Smoking is prohibited in and around the hospital.

(5) Students take responsibility for the care and treatment of the individuals they care for under the supervision of the patient's nurse/unit health personnel (Students cannot perform invasive procedures without the supervision of a nurse) and record their practices. First-year students cannot perform procedures on patients that they have not performed on a model in the laboratory.

(6) Each student presents the practices or care plan he/she has implemented for the patient/healthy individual he/she is responsible for to the instructor. Patient admission is provided by the coordination of the instructor and the service nurse.

(7) The recording, approval, and submission of the practice made by the student during the semester practices and summer internships are carried out in the relevant forms as explained by the instructor.

(8) Students perform a patient handover with the patient/individual's nurse at the beginning and end of the work day.

(9) If non-routine educational opportunities arise outside of internship hours in some clinics/practice areas, coordination is established with the responsible Faculty member and school administration to ensure that students benefit from these opportunities.

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	10 15

(10) Any problems that may arise during mid-term practices and summer internships are reported to the relevant Faculty members without delay.

(11) At the end of the Summer Internships and mid-term practices, a general evaluation (written or oral) is made. The results are used when organizing the next internship/practice.

(12) For each internship/practice, the student submits the Internship Evaluation Form to the unit officer in which they did their internship. After this form is filled out and approved by the authorized person (service head nurse, head nurse, education nurse, or nursing services manager) at the end of the internship, it is sent to the Department Head in a sealed envelope with the institution's stamp/seal and/or approval. Forms without stamp/seal and/or approval are not taken into consideration in the evaluation.

(13) Evaluations of students at the end of their internship/practice (practice grade) are applied as specified in the course syllabus.

(14) Internships/practices are not held during official holidays. Internships/practices can be held during the weekends in special cases, with the approval of the Department Head.

CHAPTER THREE

Intern Practice

Aim

ARTICLE 15- (1) The eighth-semester mid-term practice of Istanbul Okan University Faculty of Health Sciences, Nursing Department is called "Intern Practice". The intern practice aims to provide mastery in all cognitive, affective, and psycho-motor skills that the student has gained in previous years and is expected to be sufficient after graduation.

Objectives

ARTICLE 16- (1) The Intern Practice objectives are stated below:

- To ensure that students gain competence in nursing skills relevant to a variety of practice environments.
- To ensure that students develop practice habits by using the correct application steps.
- To contribute to the development of students' clinical decision-making skills.
- To contribute to the development of students' communication skills.
- To enable students to use the nursing process, critical thinking, and problem-solving skills in the management of care provided.
- To assist students in their orientation towards the profession.

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	11 15

Practice Places and Durations

ARTICLE 17- (1) Intern Practice in the eighth semester is carried out in places determined by the Department Head. Practice locations and learning objectives related to these areas are announced by the Faculty members each year in the week the application starts. Intern Practice is not carried out on official holidays.

(2) For Intern Practice, medical and surgical diseases departments inpatient wards, intensive care units, operating rooms, and emergency services are selected; public health practice areas and psychiatry wards are not selected.

General Principles of Intern Practice

ARTICLE 18- (1) The general principles of Intern Practice are stated below:

a) On the first day of the week when the practice starts, an “Orientation Program for Intern Practice” is held in the Department. Intern groups and rotation dates are announced in the orientation program.

b) Determining the individual that students will provide care for is done through the coordination of the Faculty member, clinical education nurse/clinical nurse in charge.

c) Students take responsibility for the care and treatment of the individuals they care for, under the supervision of the patient’s nurse (students do not perform invasive procedures without the supervision of the responsible nurse) and record their practices.

d) Students perform a patient handover with the patient’s nurse at the beginning and end of the work day.

e) Each student maintains a care plan record for their patients and has a case discussion with the Faculty member at least once a week.

f) Intern Practice passing grade consists of the sum of General Yearly Performance 25% (attitude and attendance - one point is deducted for each day of absence) + Care Plan Evaluation 50% + Theoretical Knowledge Evaluations 15% + Clinical Evaluation 10%.

g) Students arrive at the clinic on time, inappropriate attire, and with the necessary/appropriate supplies.

h) Students must inform the clinical nurse and the instructor when they cannot arrive or are late.

i) Students communicate with others (healthcare team, patients and their relatives, Faculty members, classmates, etc.) respectfully in accordance with ethical principles and rules in the clinical environment.

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	12 15

j) Students record their observations and practices in their clinical records on time, using appropriate sentences, abbreviations, and spellings.

k) Students prepare and submit their assignments on time.

CHAPTER FOUR

In-Term Practice / Summer Internship Responsible Persons and Their Duties

Duties of the Course / Internship Responsible Teaching Academic Staff

ARTICLE 19- (1) Duties of the Course / Internship Responsible Teaching Academic Staff are stated below:

a) To supervise the work of students and ensure that the practice and internship are carried out in the best possible way.

b) To provide the necessary coordination for students to obtain the tools and equipment needed for laboratory practice.

c) To ensure the necessary coordination with the Department Head and other relevant persons for problems that arise in practice.

d) At the end of the practice/internship, a meeting is held and the period is evaluated.

Duties of the Course / Internship Responsible Instructor

ARTICLE 20- (1) Duties of the Course / Internship Responsible Instructor are:

a) To initiate students to their duties on the day of the practice by meeting with the faculty member responsible for the course/internship in advance.

b) Informing students about the tasks they will perform in the clinic in accordance with their programs and ensuring that students prepare nursing care plans/nursing skills appropriately for the patients assigned to them.

c) To continue to supervise and control students to ensure that they act in accordance with the University Regulations and the Departmental Internship Directive while performing their practices in clinics and that they do not disrupt the working order of the clinics in any way.

d) To resolve any problems (related to patients or clinical staff) that arise during the practice, and in cases where problems cannot be resolved, to seek help from the Department Head/instructor responsible for the practice.

e) To ensure that students work in a team spirit with clinical staff.

f) Evaluating the student during and after the practice and entering the grade into the system at the end of the practice/internship by arranging it according to the University's grade and letter system.

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	13 15

Duties of the Students

ARTICLE 21- (1) Students perform the following duties under the training and supervision of faculty members during mid-term practices and summer internships.

a) To dress in accordance with the University Dress Code and Internship Directive during practice/internship hours. To comply with this obligation in cases where there is a requirement to wear clothing, both for protection and due to the nature of the job and the relevant institution, at the place of internship.

b) To prepare for practice in accordance with the theoretical and practical lessons given by the teaching staff.

c) To provide nursing care to individuals for whom she/he is responsible in practice and to prepare nursing care plans.

d) To use and return the tools and equipment used during the practice without damaging them. Those who act otherwise are obliged to pay for the damage that may occur.

e) To continue their practices in a way that does not disrupt the working order of the clinic and to participate in activities deemed appropriate by the teaching staff (e.g. patient visits, surgeries, treatment applications, etc.).

f) To work with a team spirit with all employees working in the clinic.

g) To convey the problems that arise during the practice/internship to the responsible faculty members.

h) Not to leave the practice/internship without an excuse approved by the faculty members. Not to change the internship location without notice and not to abandon the internship.

i) To continue working in the places where the teaching staff is determined not to change these places, the individuals for whom they are responsible, and their duties by themselves/among themselves.

j) If the working conditions of the clinic/institution are suitable, to receive the patient/individual for whom he/she is responsible from the clinic nurse before starting the practice (in the morning) and to deliver him/her when the daily work is completed.

k) Prepare at least 2 maintenance plans (at least one for each week) for the relevant course at the institution where the summer internship is performed and hand-deliver them to the relevant course instructor during the course registration week following the internship end date.

l) Since all kinds of tasks/activities performed by students are carried out under the guidance and supervision of the teaching staff, not to perform tasks assigned by other employees outside of educational work and to report them to the relevant person and the teaching staff using appropriate communication channels.

SENATE DECISION		APPROVAL
NUMBER	3	
HISTORY	19.02.2025	

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES NURSING DEPARTMENT IN-TERM PRACTICES AND SUMMER INTERNSHIP DIRECTIVE		Document No.	YG.OKN.101
			Publication Date	19.02.2025
			Revision No. / Senate Decision No.	00
			Revision Date	
			Page No.	14 15

m) Students who have any work accident (such as needlestick injuries, etc.) must contact their advisors and inform the education unit of the institution where they are doing their internship. After the necessary reports and notification forms regarding the work accident are prepared in the institution where the internship is done, students must submit the relevant notification form to their advisors and Istanbul Okan University Human Resources Department by e-mail or by hand. The University is required to report work accidents to the Social Security Institution within three working days.

CHAPTER FIVE

What to Do After Determining the Internship Place

What the Students Do After Determination of the Internship Place

ARTICLE 22- (1) Students whose internship location is determined must obtain the “Compulsory Internship File” from the relevant course instructor, prepare it as described in this instruction, and submit it to the Department Head at the end of the internship.

(2) To receive the Compulsory Internship File, the student must submit the following documents.

- For the internship place determined by the student himself/herself;
 - 1- Internship acceptance letter from the Health Institution/Workplace
 - 2- A photocopy of the student ID
 - 3- Photocopy of ID card (2 pieces)
 - 4- Criminal record to be obtained from the prosecutor’s office
 - 5- Compulsory Internship File: After receiving it, the Insurance Starting Form is filled out from the administrative unit determined by the University (a copy of the ID card is given to that unit) and a copy of the insurance start notification is obtained and placed in the file. The Department Internship Coordinator informs our students at the time of practice which unit or person will perform this process.
 - 6- The student is responsible for keeping track of other documents requested by the institutions where the student will do his/her internship.

Documents Required to be in the Compulsory Internship File

ARTICLE 23- (1) The documents required to be in the compulsory Internship File are:

- Compulsory Internship Practice Form (Approved by the Department and the institution where the internship will be held)
- Insurance Commencement Statement

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			Page No.	15

- c) Student Internship Continuation Schedule
- d) Clinical Practice Evaluation Form
- e) Maintenance Plan / Course-Specific Report File

CHAPTER SIX

Final Provisions

Enforcement

ARTICLE 22- (1) This Directive enters into force on the date of its adoption by the Senate of Istanbul Okan University.

Execution

ARTICLE 23- (1) The provisions of this Directive shall be executed by the Dean of the Faculty of Health Sciences of Istanbul Okan University.

REVISIONS

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