ISTANBUL OKAN UNIVERSITY
FACULTY OF ENGINEERING AND NATURAL SCIENCES

COMPUTER ENGINEERING DEPARTMENT
STUDENT INTERNSHIP RULES

1- **The start of Internship:** Istanbul Okan University Computer Engineering Department students can do their compulsory internship during the academic break at the end of the 2nd year at the earliest. The internship takes place in the summer between the end of the spring semester and the beginning of the fall semester. Students taking courses from Summer Schools should determine their internship dates according to the end date of the summer school.

2- **Internship Duration:** They are required to complete two internships of at least 4 weeks (20 working days) each. The 4-week internship is completed in one go. Official holidays (national and religious holidays, etc.) are not included in the internship days.

3- **Rules regarding the organization or company for the internship:** Students can undertake their compulsory internships at organizations that employ at least one Computer/Software Engineer and these organizations should be approved by the internship committee.

4- **Internship Application:** After the internship organization or company is determined, students fill out the Internship Application form, have it approved by the managers of company and submit this form with a photocopy of their identity card, criminal record (e-government), residence document (e-government) and a passport-sized photograph to the Internship Coordinator until the announced date of the Department. The applications after the announced date can not be accepted.

5- Document Submission:
   At the end of the internship, the student should submit:
   a) The Workplace Evaluation Form (Internship Record) in a sealed envelope, filled out and approved by the management of the internship company,
   b) The internship report, which should detail the topics studied, work performed, and experiences gained for each day of the internship. It should be checked and signed by the management of the company of internship. The report should be submitted to the internship coordinator by the end of the second week after the start of classes.

5- **General Writing Rules**
The writing rules for preparing the internship report are outlined below:
- All documents should be typed in Times New Roman, 12-point font, and 1.5 line spacing, on A4 paper.
- The daily work report section should consist of at least 20 pages, with a minimum of 1 page for each working day. All text and figures should be prepared as computer printouts. Figures and images that cannot be created on a computer can be included in the appendices at the end of the report.
- All pages, tables, and figures should be numbered. Figures and tables should be placed close to the point in the text where they are first mentioned.
- Figure and table titles should be placed below the figures and tables.

- If the information included in the internship report is obtained from another source (Internet, reports, etc.), proper references must be provided.

7- Situations in Which Internship Will Not Be Accepted:
a) If the students start their internship without obtaining approval for the "Internship Application Form" from an organization they found through their own initiative,
b) If the students change the organization where they are working without obtaining approval from the internship committee, or if they interrupt their internship without valid reasons,
c) If the internship duration is insufficient,
d) If the relevant sections of the internship file are not approved by the organization's authorities,
e) All documents should be in English; otherwise, the student's internship can not be accepted.

IMPORTANT NOTES
• Even if two compulsory internships are to be completed in the same company, two separate internship application forms must be submitted.
• If insurance is not required, it should be communicated to the internship coordinator during the internship application process.
• After the application, the internship coordinator only contacts the student if there is an issue with the application; otherwise, the coordinator doesn't respond to everyone regarding internship approval.
- Online internships can not be allowed.