

**ABDULLAH GÜL UNIVERSITY
ENGINEERING FACULTY
CIVIL ENGINEERING DEPARTMENT
INTERNSHIP DIRECTIVE**

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- The purpose of this Directive; The basic principles of internships that should be carried out by Abdullah Gül University Engineering Faculty Civil Engineering Department students; to regulate the procedures and principles regarding planning, implementation and evaluation.

Scope

ARTICLE 2- This directive covers the provisions regarding the implementation of internships that must be performed in the Civil Engineering Department of the Engineering Faculty of Abdullah Gül University.

Basis

ARTICLE 3- This directive has been prepared on the basis of the principles related to the undergraduate program subject in Article 8 of the "Abdullah Gül University Undergraduate Education, Training and Examination Regulation" published in the Official Gazette dated 24 February 2015 and numbered 29277.

Definitions

ARTICLE 4- In this directive

- a) University: Abdullah Gül University,
- b) Faculty: Abdullah Gül University Engineering Faculty,
- c) Department: Abdullah Gül University Engineering Faculty Civil Engineering Department,
- d) Dean: Dean of Abdullah Gül University Engineering Faculty
- e) Faculty Administrative Board: Engineering Faculty Administrative Board,
- f) Department Internship Committee: Civil Engineering Department Internship Committee
- g) Internship Advisor: The faculty member of the department determined to follow the internship process of each student, Workplace: Public or private institutions, organizations, individual enterprises and workplaces that accept the duty and responsibility of having undergraduate students do internships,
- h) Workday: If the internship will be held in a state institution, 5 days a week from Monday to Friday, if it will be held in a private company, all the days that the internship company accepts as working days,
- i) Optional internship: The internship that the student does voluntarily,
- j) CE 300: The internship course that is compulsory for students to take and enables them to apply the theoretical knowledge they have learned by experiencing them in the workplace/laboratory environment,
- k) CE 404: This course, which is taken as workplace experience, is a one-semester internship course that enables students to participate in projects such as ongoing project development/management

and industrial innovation studies in companies, as well as engineering design and applications in the workplace environment.

SECOND PART **General Principles**

The purpose of the internship

ARTICLE 5 - The purpose of the compulsory internship courses in the Civil Engineering undergraduate program; It is for students to learn the application of the professional knowledge they have acquired in the undergraduate program courses by participating in applied studies related to their fields in the relevant public, private sector or non-governmental organizations at home and abroad, and to have skills and experience in the field of practice.

Department internship committee

ARTICLE 6-

- a) Internship studies of department students are carried out by the Department Internship Committee.
- b) Departmental Internship Committee members are elected by the Department Chair for two years and the member whose term has expired can be re-elected.
- c) The committee takes decisions by majority vote.

Internship periods and conditions for taking internship courses

ARTICLE 7-

- a) The number of internship working days that department students must complete within the scope of the CE 300 course in order to graduate is 30. The entire 30-day internship can be done on site or in laboratories with the necessary qualifications.
- b) Minimum internship period that department students must complete within the scope of CE 404 course in order to graduate; covers one semester of education. The requirement to attend the CE 404 course is 90% over the working day. Only online courses can be taken along with the CE 404 course.
- c) Students; They must have successfully completed at least 90 ECTS credits to take CE 300, and at least 195 ECTS credits to take CE 404.
- d) Within the scope of the CE 300 course, at least 10 working days of internship can be done at once.
- e) CE 300 course compulsory internship cannot be done during the education-teaching periods.
- f) Students who take courses from the summer school cannot do their internship during the summer school period.
- g) The number of days actually worked is taken as basis in the calculation of internship periods.
- h) In case the internship cannot be completed due to reasons not caused by the student, the time spent at the internship place is taken into account in calculating the total internship period.
- i) Internship may be suspended in case of a situation such as a collective interruption of production arising from the enterprise or a collective leave. In this case, the internship is continued on the date the company starts working again. If the business does not start to work, the situation is

reported to the Department Internship Committee by the student and the decision to be taken by the committee is acted upon.

- j) If the internship cannot be completed due to a serious health problem during the internship, this situation is reported to the Department Internship Committee and the internship continues according to the decision to be taken by the committee. The start and end dates of the internship are determined together with the relevant workplace.

Internship place

ARTICLE 8-

- a) The student finds the internship place by his/her own means. The Department Internship Committee decides whether the workplace where the student will do the internship is suitable for the internship.
- b) With the approval of the Departmental Internship Committee, a part of the compulsory internship can be done in university laboratories.
- c) There must be at least one engineer with the title of civil engineer at the internship site.
- d) After receiving acceptance from the institution where they will do their internship, the students of the department submit the Internship Form filled by the relevant civil engineer at the workplace to the Department Internship Committee and receive the eligibility approval of the institution.
- e) Since the workplace where the internship will be carried out is determined by the student himself, the student is responsible for ensuring that the workplace complies with the above and other necessary conditions. If it is determined later that the workplace does not comply with the specified conditions, the internship of the student is deemed invalid by the decision of the Department Internship Committee.
- f) If the work stops for various reasons during the semester, the student can change the company, but the Internship Application documents must be filled in with the new company information and submitted to the department secretary after the relevant signatures and stamps are completed. The responsibility in this matter belongs to the student. Company change can be made only once (1) during the internship period.
- g) The student cannot do his/her internship in a place other than the internship place specified in the "Internship Form", which he/she will have approved by the Department Internship Committee before the internship (for the period in question).
- h) The field of activity of the workplace where the student will do internship must be in accordance with and complementary to the Faculty mission and vision and the content of the curriculum.
- i) Students who want to do their internship abroad can do their internship through institutions such as the International Technical Trainee Student Exchange Association (IAESTE), the Turkish National Committee, the European Community Action Program for the Mobility of University Students (ERASMUS), the International Internship Exchange Program (AIESEC) or through their own means and at workplaces abroad related to their departments.
- i) The equivalence of the internships that the students will do within the scope of these and similar programs with the internships in the student's own education program is determined by the decision of the Department Internship Committee. If the decision regarding the validity of this internship is; The internship certificate to be obtained by the student from the aforementioned countries or the Employer Report and similar documents sent to the Dean's Office from the units they are affiliated with during the internship is examined by the Department Internship Committee within the framework of institutional agreements.

Internship validity in double major, horizontal and vertical transfers

ARTICLE 9-

- a) The validity of the internships in the first or second major program of the students who are a department student from or outside the Faculty of Engineering and who do a double major within the scope of the Civil Engineering Department program is evaluated by the Department Internship Committee.
- b) Within the scope of Article 9-(a) above, double major students who will request that their internship be counted in both branches must have the approval of both Departmental Internship Committees regarding the suitability of the internship place before starting the internship. The conditions for accepting some or all of the internship in the first major in which the student is registered in the second major are determined by the evaluations of the Internship Committees of both Departments.
- c) Upon the request of the Department Internship Committee, upon the request of the Department Internship Committee, the opinion letter to be prepared by the committee after the examination of the documents is evaluated by the Faculty Administrative Board, if they document it.
- d) The working days of students who have worked in public-private institutions or organizations after graduating from vocational high schools and then started their undergraduate education in these institutions are not considered as internships.

Rules to be followed in internship

ARTICLE 10-

- a) During the internship, the student is under the command and supervision of the workplace official related to the internship subject, at the workplace where he/she works, and is under the control of the workplace, working hours, occupational health and safety etc. must comply with the rules and regulations of the workplace.
- b) Social security premiums of students who do internship will be paid by the University. Premium payments for voluntary internships are decided by considering the convenience of the Faculty's budget.
- c) Official procedures required for insurance will be carried out by the University. In order for the procedures to be carried out, each student must fill the Internship Application Form before the internship and apply to the Department Internship Committee together with the other necessary documents and within the announced date range. Insurance cannot be made for the student who does not submit the form and other necessary documents within the specified time period, and therefore the student cannot be included in the internship. (A student who does not have legal insurance cannot work in a workplace.) For this reason, it is necessary to determine the workplace where the internship will take place about **1 month before** the start of the internship, and to prepare the necessary documents and submit them to the department secretariat by the student.
- d) Within the scope of Article 10-(c), the student is responsible for completing and approving the Internship Application Form and preparing and submitting the necessary documents within the specified time.
- e) In cases where the student does not comply with the rules and decisions taken at the internship place, and if this behavior does not prevent the continuation of the internship, the situation is reported to the Dean's Office with a report to be prepared by the workplace. If the student's actions are of such a nature as to prevent the continuation of the internship, the workplace authorities notify the Dean of the situation with a report, although this student is suspended from

the job. The validity of this student's internship is evaluated by the Departmental Internship Committee. The provisions of the Higher Education Institutions Student Disciplinary Regulation are applied to this student when necessary.

- f) Students are obliged to carefully use all kinds of spaces, tools, materials, machinery, tools and equipment they use in their workplaces during their internship. Any responsibility arising from the failure to fulfill these obligations belongs to the student.
- g) The University is not responsible for the damages that the students may cause due to their faults against the institutions where they do their internship.

Internship excuse

ARTICLE 11-If the student is allowed to do the internship due to force majeure or justified excuse, the student who takes the leave has to complete the missing internship period in the same workplace in the same year or next year or, if it is not possible, at another internship place deemed appropriate by the Department Internship Committee. If the excused leave exceeds ten (10) days, the entire internship of that period is repeated at a separate time. This provision is also applied to the student who leaves the internship without permission, regardless of the duration.

Internship Report

ARTICLE 12-

- a) During the internship, students will submit their internship work in the laboratory, field or office to the Department Internship Committee in a report written in an academic language. Report language is English. It is recommended that the work done during the internship be summarized and written on a daily basis. The format of the internship report is published on the Department's Web page. Reports that are not prepared in accordance with the format determined by the Departmental Internship Committee are not accepted.
- b) The digital copy of the midterm report and the final report should be uploaded to the CANVAS system, and the signed and stamped printout should be submitted to the department.
- c) Each page of the internship report must be signed and stamped by the engineer responsible for the intern. The internship report, which is written and approved in accordance with the format determined by the department, is submitted to the Department Internship Committee together with the internship evaluation report in a sealed envelope until the first day of the add-drop dates in the academic calendar. Any report submitted after this date will not be accepted and the student's internship will be deemed unsuccessful.

Evaluation

ARTICLE 13-

- a) Internship report and evaluation form are evaluated by the Internship Advisor.
- b) Issues regarding the evaluation of internship courses are stated in the Syllabuses prepared and announced by the Department Internship Committee at the beginning of each semester.
- c) Students who want to do an optional internship apply to the Department Internship Committee with a petition stating this situation. No credit can be requested for optional internships.

- d) After the internship reports are submitted, according to the evaluation of the Departmental Internship Committee, a letter grade or one of the successful/failed grades is given as stated in the Course Syllabus of the relevant internship.
- e) After the evaluation of the internship reports, if necessary, the student may be called for an interview and additional time may be given to the student to correct the report according to the evaluation of the committee. The Department Internship Committee decides on the additional time by taking the opinion of the instructor who evaluated the report.
- f) The place and time of the interview is announced to the student in advance by the Departmental Internship Committee.
- g) Interviews are carried out by juries consisting of faculty members determined by the Departmental Internship Committee.

THIRD PART

Duties and Authorities of Departmental Internship Committee and Internship Advisor

ARTICLE 14-

- a) The coordination and evaluation of internship works is done by the Departmental Internship Committee.
- b) The Departmental Internship Committee decides whether the workplace where the student will do the internship and the time for the internship are appropriate.
- c) The Department Internship Advisors evaluate the internship report and make a decision together with the Department Internship Committee in case of unexpected situations during the student's internship.
- d) Departmental Internship Advisors evaluate whether the internship report has been prepared properly. If it detects that the report is not prepared properly, it may not accept the report.
- e) In the event that the student receives a reprimand or higher punishment for his internship report, his internship will be deemed invalid and the student will be asked to do internship again.
- f) The internship evaluation results prepared by the Department Internship Committee are announced to the students by the committee.
- g) The members of the Department Internship Committee or the faculty members to be appointed by the head of the department may visit the workplaces where the students do their internship on the internship dates for the purpose of checking, and if the student cannot be found at the workplace, the situation is reported to the Department Internship Committee with a report. After the evaluation of the Department Internship Committee, the matter is presented to the department chair.

FOURTH PART
Miscellaneous and Final Provisions

Cases where there is no provision

ARTICLE 15- When the issues not specified in this Directive occur, the authority to evaluate and decide on the relevant situation belongs to the Departmental Internship Committee.

Validity

ARTICLE 16- This Directive enters into force from the date it is approved by the Abdullah Gül University Senate.

Execution

ARTICLE 17- The provisions of this Directive are executed by Abdullah Gül University Engineering Faculty Dean.