

ISKENDERUN TECHNICAL UNIVERSITY

DEPARTMENT OF MECHANICAL ENGINEERING

SUMMER INTERNSHIP DIRECTIVE

1. INTERNSHIP APPLICATION STEPS

- i. The Workplace Internship Information Form is obtained from a photocopy.
- ii. The Workplace Internship Information Form must be approved by the company's authorized engineer/manager and brought to the internship committee to determine if the internship subjects are appropriate.
- iii. Two Internship Record Forms and one Internship Notebook will be obtained. After filling in the necessary sections and attaching a photograph, they will be brought to the internship committee for approval. The approved Internship Notebook and Internship Record Forms will be taken to the student affairs office for stamping.
- iv. After filling out the "A-INSURED PERSON'S IDENTIFICATION INFORMATION" section on the Insured Employment Entry Declaration form, this document (which will not be approved by the workplace) will be submitted to the internship committee. Employees and retirees will NOT FILL out this form but will submit a document proving their employment or retirement status to the internship committee.
- v. One week before starting the internship, a document proving insurance coverage will be obtained from the Department Secretariat. The internship will commence at the workplace with the approved Internship Record Forms (2 copies), the approved Internship Notebook (1 copy), and the insurance document.
- vi. After completing the internship, students will submit their Internship Notebook and Internship Record Forms (in a sealed and stamped envelope) to the Internship Committee within the dates specified by the department after the start of the academic year. Otherwise, their internships will be considered invalid.
- vii. During the internship submission, the student will undergo a short exam.

2. INTERNSHIP PERIODS

- i. Internships are conducted outside the periods covering the academic and exam periods.
- ii. In order for an internship to be completed within the academic year, the student must have completed 8 semesters of education.
- iii. Approval by the Department Internship Committee is required (provided that the student is insured).
- iv. Students who take summer school courses at another university cannot do internships during the duration of summer school classes and exams.
- v. Evening education students can only do internships during the semester if they are employed in a public institution with insurance coverage (if they are insured).

The total internship (Practical Work) period required for graduation for students of the Department of Mechanical Engineering is 40 (forty) working days. Students are required to complete two internship periods, each consisting of 20 working days.

The internship period is calculated based on working days. In most workplaces, the working hours are 9 hours per day, totaling 45 hours per week, and work is done for 5 days a week. This working period corresponds to 5 working days in the internship notebook. However, if work is done on Saturday, a 6-day internship will be completed for that week. Students who will intern on Saturdays must bring an official letter from the workplace stating that work is done on Saturdays during the internship application period to ensure that their insurance is properly arranged.

In the examination of the internship notebook, any lack of working days, inadequately covered topics, and topics covered outside the internship period will not be accepted as equivalent to working days.

The workplace or institution designated for the internship must have a minimum of 5 working days per week. This is necessary for the student intern's occupational safety insurance to be arranged. For the student to be insured by the Social Security Institution (SGK) throughout the internship period, they must attend the internship uninterrupted for a minimum of 5 (five) working days per week.

The student intern must adhere to the arrival-departure times applied at the workplace. Students cannot be absent without a valid excuse during the internship period.

3. INTERNSHIP SUBJECTS

- i. The student intern will document which areas the company operates in and which departments it has (via the Workplace Internship Information Form).
- ii. If, during the examination conducted by the internship committee, it is determined that the place of internship does not operate in the documented area, the internship conducted in that area will be rejected.

I. INTERNSHIP PERIOD SUBJECTS

<i>"Machining Processes"</i>	<i>"5 Days"</i>	<i>"Compulsory"</i>
<i>"Cold and Hot Forming"</i>	<i>"5 Days"</i>	<i>Optional</i>
<i>"Joining"</i>	<i>"5 Days"</i>	<i>Optional</i>
Model and Casting	<i>"5 Days"</i>	Optional
<i>Occupational Safety, Worker Health</i>	<i>"5 Days"</i>	<i>Optional</i>
Heat Treatments	<i>"5 Days"</i>	<i>Optional</i>
Maintenance and Repair	<i>"5 Days"</i>	<i>Optional</i>
Material Inspection and Quality Control	<i>"5 Days"</i>	<i>Optional</i>

II. INTERNSHIP PERIOD SUBJECTS

<i>"Factory Organization and Management"</i>	<i>"5 Days"</i>	<i>"Compulsory"</i>
<i>"Automation Systems"</i>	<i>"5 Days"</i>	<i>Optional</i>
Heating and Cooling Systems	<i>"5 Days"</i>	<i>Optional</i>
<i>"Thermal or Hydroelectric Power Plants"</i>	<i>"5 Days"</i>	<i>Optional</i>
Cold Storage Facilities	<i>"5 Days"</i>	<i>Optional</i>
Electromechanical Systems	<i>"5 Days"</i>	<i>Optional</i>
Research and Development (R&D)	<i>"5 Days"</i>	<i>Optional</i>
CAD-CAM	<i>"5 Days"</i>	<i>Optional</i>

4. INTERNSHIP SITE REQUIREMENTS

- i. Internships conducted at workplaces not approved by the internship committee will not be accepted or evaluated.
- ii. Internships will not be accepted at organizations whose field of activity is outside Mechanical Engineering.
- iii. Internships conducted in textile-related businesses, engineering offices (such as project and installation offices), and automotive service centers will not be accepted. Internships cannot be conducted solely at places where marketing and sales are conducted.
- iv. An internship can be conducted at two different organizations (For example, 10 days at one company, 10 days at another company). However, it is mandatory to bring a separate internship notebook for each workplace.

5. INTERNSHIP RULES FOR STUDENTS TO FOLLOW

- i. Student interns are required to comply with the working conditions, discipline, and occupational safety rules of the organizations where they are interning.
- ii. The disciplinary regulations of İskenderun Technical University are also applicable to student interns during their internship.
- iii. Interns are obliged to comply with the sanctions determined by the organization for damages caused due to their faults.
- iv. Interns are under the supervision of a designated educational Mechanical Engineer determined by the Organization throughout the internship period.
- v. Student interns are required to adhere to the arrival and departure times implemented at the Organization.
- vi. The university does not make any additional payments to students undergoing internships. Financial relationships between students and the organizations where they intern do not bind the university in any way.
- vii. The student must submit two copies of the Internship Record Form to the authorized personnel of the organization at the beginning of the internship.

6. SUPERVISION OF THE INTERN STUDENT

The internship committee has the authority to conduct on-site inspections of the student at any time during the internship period. If the student is found to be absent from the workplace during the internship, their entire internship (20 working days) can be cancelled.

7. INTERNSHIP RECORD FORM – WRITING AND REVIEW OF THE INTERNSHIP NOTEBOOK

- i. The student who completes the internship must submit it to the Department of Mechanical Engineering internship committee within the dates determined by the department following the beginning of each academic term. If the internship notebook is not submitted within the specified period, the internship will be considered as not completed.
- ii. In order for the submitted internship notebooks to be evaluated, the Internship Record Forms must be brought by the student in a sealed envelope to the Department Secretariat or delivered to the Department Secretariat by the company. Otherwise, the internship will be considered invalid. The student is responsible for ensuring this.
- iii. Each working day of the internship will be written on at least one page.
- iv. Pictures, tables, and technical drawings will not be included in the narrative sections of the internship notebook. If necessary, they will be provided separately in an additional file.
- v. Both internship notebooks that appear to be largely similar and copied from another internship notebook are completely rejected (20 working days) by the internship committee.
- vi. The student intern must write in their own words what they did on each day of the internship in the internship notebook. If the internship notebook is largely compiled in the form of theoretical knowledge, part or all of the internship will be rejected.
- vii. During the examination of the internship notebook and documents, if it is determined that a student has caused damage to the internship notebook or has prepared and submitted the internship notebook even though they did not attend the internship, an investigation is initiated in accordance with the Higher Education Institutions Student Discipline Regulation.
- viii. The internship committee may request corrections on the internship notebook.
- ix. The internship evaluation will be based on the notes in the Internship Record Form, and if the grades received are C or lower, internships will be cancelled for the number of days determined by the committee.
 - x. Internships that are partially or entirely rejected will be repeated using a new notebook at another workplace deemed appropriate by the internship committee.
 - xi. Even if Internship I and Internship II are conducted during the same period, a separate notebook
 - xii. must be written for each internship.
 - xiii. An internship can be conducted at two different companies. However, it is mandatory to write a separate notebook for each company. An internship can be conducted at two different companies. However, it is mandatory to write a separate notebook for each company.
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INTERNSHIP RECORD EVALUATION CRITERIA

"Internship Record Form Evaluation Criteria"	20 Working Days Rejection
"The Internship Record Form is not in a sealed envelope."	20 Working Days Rejection
"The document is not approved."	20 Working Days Rejection
"There is damage on the document."	20 Working Days Rejection
"There is one or more D, C, and/or E in the grades."	"Rejection for Obtaining a Low Grade"

INTERNSHIP NOTEBOOK EVALUATION CRITERIA

"The notebook was not submitted on time."	20 Working Days Rejection
"The intern's photograph is missing."	20 Working Days Rejection
The Internship Start Form is not signed by the workplace and not approved with the company's official seal.	20 Working Days Rejection
"The pages of the internship notebook are not signed by a mechanical engineer. They are not approved with the company's seal."	"Rejection for Unapproved Day(s)"
There are signs of damage on the internship documents.	20 Working Days Rejection
"Inappropriate and/or Non-Technical Information"	Partial and/or Complete Rejection

8. EVALUATION OF INTERNSHIPS

- i. The student's internship notebook, including its information, writing style, and the Internship Record Form received from the workplace, is reviewed by the Department of Mechanical Engineering Internship Committee in accordance with the Mechanical Engineering Department Internship Directive. The evaluation result is indicated on the Internship Evaluation Form and signed accordingly.
- ii. During the evaluation period, Department Internship Committees may conduct written/oral exams and on-site inspections of internship work. Based on the information in the internship notebook, documents, and, if necessary, the conducted checks and interviews, the internship committee decides whether to accept or reject all (20 working days) or part of the internship.

9. ACCEPTED INTERNSHIPS

Accepted internships are announced in the system according to the Academic Calendar plan. Partially or completely rejected internships are notified to students on bulletin boards.

10. APPEALS FOR INTERNSHIP RESULTS

Student interns submit their appeals regarding internship results in writing to the Department of Mechanical Engineering Chairmanship. The internship committee evaluates these appeals and reaches a decision.