

## 2021-2022 CENG SUMMER INTERNSHIP FLOW CHART

GUIDE	DESCRIPTION
<b>STEP 1</b>	<p><b>Before IST(integrated summer training)</b> REGISTER to the Course CENG200 or CENG300 at Spring Term</p> <p>*At 4th term register to CENG200 *At 6th term register to CENG300 *You are responsible for following announcements and processes.</p>
<b>STEP 2</b>	<p>Fill in APPENDIX 1 (EK-1) (COMPULSORY INTEGRATED TRAINING APPLICATION FORM)</p> <p>*Forms and requirements are given at Computer Engineering Web Site &gt; Academic &gt; Documents and Forms *Selected firms <u>have to fit with CENG200 or CENG 300 Requirements/Subjects</u> *If company demands compulsory internship document from you, Fill in the App1(EK-1) and get approval from the Internship Coordinator before proceeding for the next steps:</p> <ol style="list-style-type: none"> <li>i. Get 1 copy of EK-1</li> <li>ii. Fill out EK-1</li> <li>iii. Submit the form and the number of employees in the workplace to Assist. Prof. Abdülvahap Ömer TOPRAK and get approval.</li> </ol>
<b>STEP 3</b>	<p>Fill in APPENDIX 2 (EK-2) (COMPULSORY INTEGRATED TRAINING ACCEPTANCE FORM)</p> <p>App7A or App7B which is appropriate for you(International students App7B)</p> <p>*Firstly contact with the approved firm and be sure the App2 is signed and stamped by responsible staff *<b>Training start and end dates must be written!</b> *For each training, 20 working days <b>must be fitted</b>. Also, you could go to the company for the internship in Summer School if you have free days.</p> <ol style="list-style-type: none"> <li>i. Get the App2 (EK-2)</li> <li>ii. Get company to fill out and approve App2 (EK-2)</li> <li>iii. <b>Get 3 copies</b> of the signed App2(EK-2) form. (There will be 4 documents in total, including the signed document)</li> <li>iv. Get 2 portrait photos (Write back your Name Surname)</li> <li>v. Get form:             <ol style="list-style-type: none"> <li>a. App7A (EK-7A) if you have general health insurance (You should write "herhangi bir sebepten dolayı" ("for any reason") in the space in App7A(EK7A) <u>or</u></li> <li>b. App7B (EK-7B) if you don't have general health insurance (<u>International students get App7B</u>)</li> </ol> </li> <li>vi. Get 2 copy photocopy of:             <ol style="list-style-type: none"> <li>a. Your ID if you are citizen of Republic of Turkey</li> <li>b. Your passport if you are a foreign student</li> </ol> <p style="color: red;">(International student submit followings additionally instead of Turkish ID: Get "<b>Residence Permit Number</b>" or "<b>Temporary Identification Number</b>" <b>Photocopy of passport, Photocopy of your residence permit</b>)</p> </li> </ol>

		<p>vii. Write your name and surname, address, signature and integrated training start and finish dates on the back of <u>your ID or passport photocopy</u>. (if you are a foreign student, also write your ID number that starts with "9".)</p> <p>viii. Get a printout of "STAJYER ÖĞRENCİ İŞSİZLİK FONU KATKISI BİLGİ FORMU" (<b>Unemployment Fund Information Form</b>) and fill it accordingly. (You could download from Computer Engineering Web Site &gt; Academic &gt; Documents and Forms).</p> <p>x. Submit the documents to Rsc. Asst. Zeynep SÖZEN or Rsc. Asst. İbrahim Uğur ABA in sheet protector (file).</p> <p><b>Deadline:</b></p> <p>1 May 2022 – 15 May 2022 if your IST starts in June.</p> <p>1 June 2022 – 15 June 2022 if your IST starts in July.</p> <p>1 July 2022 – 15 July 2022 if your IST starts in August.</p> <p>Wait for approval e-mail from department secretary.</p>
<b>STEP 4</b>	<b>Complete</b> IST(integrated summer training) and <u>prepare</u> <u>IST</u> <u>report</u>	<p><b>SUBMISSION</b></p> <p>i. Submit App3 COMPULSORY INTEGRATED TRAINING STUDENT EVALUATION FORM (EK-3) in an envelope that has been closed, sealed and signed, unless the firm wants to submit App3 (EK-3) itself.</p> <p>ii. Submit App4 COMPULSORY INTEGRATED TRAINING PLACE EVALUATION FORM (EK-4)</p> <p>iii. Get a printed copy of your IST report in spiral bound form together and submit to Rsc. Asst. Zeynep SÖZEN or Rsc. Asst. İbrahim Uğur ABA.</p> <p>iv. Submissions will be made at once and to the STC.</p> <p>Submission dates: 19 September 2022</p>
<b>STEP 5</b>	<u>EVALUATION</u>	Report will be evaluated by the department staff.

**You can send all documents scanned in pdf format! When submitting the report by hand, you must bring the original documents.**

**For information:**

Rsc. Asst. Zeynep SÖZEN -> zsozen@thk.edu.tr

Rsc. Asst. İbrahim Uğur ABA -> iuaba@thk.edu.tr