

- **What is an integrated training?**  
Integrated training is designed to get THKU students ready for the working life related to their academic program in business organizations, industrial organizations, service institutions and organizations (work places).
- **What is the aim of integrated training?**  
The aim of this training is to enable our students to integrate the knowledge they gained in the courses into workplace experience, to make a preliminary preparation for the courses they will be taking in the following years, and to introduce students to the jobs they may have after graduation.  
Furthermore, students will gain experience in professional relationships in the workplace.
- **How can I find a company for integrated training?**  
You can search in Teknokent of Universities such as METU Teknokent, Hacettebe Teknokent, Bilkent Siberpark, Gazı Teknopark and etc., you can also search for other companies.
- **What are the type of application areas allowed for integrated training?**
  - 1- System Analysis and Design
  - 2- Software Design and Development
  - 3- Database and Knowledge Base Application
  - 4- Microprocessor-Based System Design and Applications
  - 5- Computer Network Application
  - 6- Computer-Aided Design and Manufacturing Applications
- **What should I do before starting the integrated training?**  
Before starting the integrated training, all students must get the “Compulsory Integrated Training Application Form” (Appendix 1), which shows that the workplace practice is compulsory and send it to company.  
All students should have the “Compulsory Integrated Training Acceptance Form” (Appendix 2) first approved by the workplace and then by the Integrated Training Committee before they start the workplace practice.
- **Do I need a resume to apply for integrated training?**  
Yes, you need to prepare a resume when you apply to a company,  
(<http://kariyer.thk.edu.tr/Content.aspx?cid=6429>)
- **When should start Integrated training?**  
Students who will start the workplace practice in June have to submit their “Compulsory Integrated Training Acceptance Form” (Appendix 2) to the Integrated Training Committee by the first week of May; and those starting the workplace practice in July and August have to submit the form to the Integrated Training Committee by the first week of June.
- **Does the university provide insurance for integrated training?**  
Yes. The University will provide for your social security insurance.  
Insurance operations will begin after the date and place of work placement will be settled.
  - **Turkish Citizen Students**
    - Take a Photocopy of your ID and write back to it
      - Your adress

- Start and Finish date of your Integrated Training
- Name, Last Name and Signatur and deliver this form to your department integrated training coordinator.
- You must choose the appropriate form either 7 A or 7 B and deliver to your department coordinator along with the photocopy of your ID

➤ **Foreign Students**

- Take a Photocopy of your ID and write back to it
  - Your adress
  - Identity number which starts with 9
  - Start and Finish date of your Integrated Training
  - Name, Last Name and Signature and deliver this form to your department integrated training coordinator
- You must fill 7 B form and deliver to your department coordinator along with the photocopy of your ID

• **How many days I should so my integrated training?**

20 working days for CENG 200

20 working days for CENG 300

• **Where can I follow announcements of integrated training from?**

You can follow from Moodle for students who have registered to CENG 200 & CENG 300.

• **Evaluating the integrated training report?**

The evaluation is made out of 100 and the results are conveyed to the Student Affairs Office by the faculty deanship. Students who get at least 60 points at the end of the evaluation pass the integrated training successfully. Evaluation results are indicated in the transcripts of the students by the Student Affairs Office as satisfactory **(S)** or unsatisfactory **(U)**.

• **What are the documents to submit when i complete my integrated training?**

- 1- Integrated Training Report
- 2- Integrated trainee evaluation form to be filled out by the training institution at the end of the training period and must be signed and sealed envelope.
- 3- Integrated training place evaluation form