



**IŞIK UNIVERSITY**  
**FACULTY OF FINE ARTS**  
DEPARTMENT OF INDUSTRIAL DESIGN

## **INTERNSHIP ESSENTIALS**

### **1. PURPOSE:**

The aim is to make students become familiar with the work environments and organizations, acquire knowledge about product design application techniques, recognize the materials and be knowledgeable about the field of expertise during their educational period.

1. Starting from the second year, it is obligatory for the students to complete the internship until they take the graduation project. Students who did not complete their internship cannot take a diploma project.
2. It is up to the permission of Internship Commission to do more than one internship in one firm. Internship Commission consists of 3 instructors that the head of the department assigns each year.
3. Students have to find their own internship workplaces.
4. In order to accept the internship workplace to be accepted, ISIK UNIVERSITY INTERNSHIP ADMISSION FORM must be filled and the Department of the Internship Commission has to approve this suggestion.
5. The students, whose internship workplaces have become finalized, can begin their internships having received the approved Internship Notebook and Internship Evaluation Form.

### **2. DURATION:**

Internship duration is 20 business days.

### **3. SCOPE:**

Along with the Internship Notebook, students must submit a detailed report, drawing, etc. in which design processes, production techniques and materials learned during the internship can be seen and understood easily. All works should be attached to the folder.

### **4. STUDENTS RESPONSIBILITIES DURING THE INTERNSHIP PERIOD**

1. Students must obey the work order, rules and announcements of the firm where the internship is being done.

2. Students must accomplish the occupational education related tasks given in the work place.
3. Intern students cannot be absent without any excuses. Permission for an absence with an excuse is given by the authorized person of the firm. Internship of a student, who acts other than the rules stated above and is absent for 3 consecutive days, is abandoned and it is declared to the Department of Interior Design's Internship Commission at the Faculty of Fine Arts in Işık University.
4. FMV Işık University and the Higher Education Institution's Student Discipline Regulations are valid for the intern students as well.
5. Interns are held responsible against the firm for any loss or damage caused to the firm due to their misdemeanors.

## **5. INTERNSHIP DOCUMENTS**

1. INTERNSHIP WORKPLACE DECLARATION FORM
2. INTERN ADMISSIONS FORM (the document that shows that the firm admits the student as an intern)
3. STUDENT EVALUATION FORM ( the document filled out by the firm)
4. INTERNSHIP NOTEBOOK (the document listing the accomplished tasks, filled out by the intern student and approved by the firm)
5. INTERNSHIP REPORT (the document prepared and submitted by the student along with the internship notebook)
6. ISIK UNIVERSITY OBLIGATORY INTERNSHIP FORM (it is obligatory that this form must be sent to the Head of the Personnel Department by the Faculty secretary 10 days before the starting date of the internship)

The internship Notebook and all the related documents must be submitted to Internship Commission together with the General Evaluation Report in a spiral binder.

## **6. ESSENTIALS ABOUT THE FIRM WHERE THE INTERNSHIP IS DONE**

1. The responsible person in the firm for the internship is authorized to give permission with an excuse provided that the intern student compensates the permitted day(s) during the internship.

2. The responsible person in the firm for the internship is authorized to cancel the student's internship by contacting the Head of the Department in case of student's absences and not obeying the rules of the workplace.
  
3. Evaluation Form must be filled out and submitted to Head of the Department in 15 days at the most after the internship is completed.