

INTERNSHIP GUIDE

Dear Students,

To ensure that your internship in our department is officially recognized and accepted, there is a designated course called **Internship (TRA310)**. This course, like your other courses, is graded, and you will receive one of the following grades: **P (Pass), X (In Progress), or F (Fail)**.

Due to its unique structure, this course has specific requirements that you must carefully follow. It is crucial to adhere to these guidelines to successfully complete the internship course, avoid extending your studies due to internship-related issues, and prevent the risk of your internship being deemed invalid. Compliance with these requirements is entirely your responsibility.

The steps you need to follow for your internship as part of the **Internship Course (TRA310)** are outlined below, starting from the moment you enroll in the course.

A. Before Starting Your Internship

1. You must first familiarize yourself with the fundamental conditions and requirements of the mandatory internship course and secure a workplace where you can complete an internship that meets these criteria. You must reach an agreement with the workplace regarding your internship.
2. You should coordinate with your workplace to determine the exact dates for your internship.
3. You must obtain preliminary approval for your internship from **Dr. Mehmet Erguvan, Internship Coordinator**.
4. You need to complete the **Internship Form and Attachments** document and the five additional documents listed in checkboxes on **page 2** of this form. Additionally, you must ensure that the relevant institutions and departments complete the necessary sections. To avoid any issues at this stage, be extremely meticulous, and do not hesitate to contact **Research Assistant Firuze Elif Şahin** (elifsahin@yeditepe.edu.tr) for any clarifications, even for minor concerns.

Note: Page 3 of the **Internship Form and Attachments** document (titled *Human Resources and Planning Department*) is updated every six months. If your internship period falls in **July or January**, the document you download may not be the most recent version. To ensure you are using the correct form, please consult **Research Assistant Firuze Elif Şahin**.

(Important: Any transactions carried out using an outdated document will be considered invalid.)

5. You must submit the documents specified in **step 4** to the **Department of Translation and Interpreting Studies Secretary at least 15 business days before** the start of your internship.

Once these steps are completed, you may begin your internship on the scheduled date.

B. During Your Internship

4. On the first page of your **Internship Notebook**, you must complete the **Information Form** at the beginning of your internship. On the final page, you should fill out the **Student Internship Evaluation** section once your internship is completed.
5. The majority of the **Internship Notebook** consists of the sections titled **Internship Report**. These sections require you to describe, in a report format and style, the tasks you completed on a day-by-day basis during your working hours. It is essential that you fill in these sections promptly, with detailed and explanatory entries. This will significantly impact your evaluation during the assessment (presentation and submission of the internship notebook) for your internship course.

You should also ask your internship supervisor to regularly fill out the approval sections of these reports (e.g., on a weekly basis). For guidance on how to properly complete the Internship Notebook, you can access more information through this link.

6. Among the documents sent to you, you will find the **Workplace Internship Evaluation Form**. On your last day or immediately after the completion of your internship, you should give this form to your supervisor for completion. Once filled out, ask your supervisor to return it to you in a sealed, signed, and stamped envelope.

C. Preparations After Completing Business Days

7. Review the **Internship Notebook** that you have regularly filled out day by day, and make sure to complete any missing sections if necessary.
8. Ensure that you have obtained the **Workplace Internship Evaluation Form** in a sealed, signed, and stamped envelope, and bring it with you to the internship interview.
9. Print out the **Internship Commission Evaluation Form** (without filling it out, in its blank form) and have it ready to bring with you to the internship interview.
10. Prepare an up-to-date copy of your transcript and make sure to bring it to the internship interview.
11. Prepare a **Staj Sunumu (Internship Presentation)** in accordance with the provided instructions.
12. Create a **Sample Work File** and ensure that it is neatly organized in a folder, ready to be brought with you to the internship interview.

D. Internship Interview

13. You must schedule an appointment for the **Internship Interview**, where your completed documentation and the evaluation report from your workplace will be reviewed to determine your internship course grade. You can request an appointment by contacting **Research Assistant Firuze Elif Şahin** via email at (elifsahin@yeditepe.edu.tr).
14. Upon requesting your appointment, your name will be added to the list. You will be notified of your interview date and time as your turn approaches. In case of any conflicts, you may request to reschedule to the next commission meeting date by notifying in advance.
15. Before attending the internship interview, ensure that the following documents are complete and ready for submission. If anything is missing, make sure to complete it and bring the documents with you to the **Internship Interview**:
 - a) **Internship Notebook**
 - b) **Workplace Internship Evaluation Form** (in an envelope)
 - c) **Internship Commission Evaluation Form** (blank)
 - d) **Up-to-date Transcript**
 - e) **Internship Presentation file** (Keep it prepared both online and on an external drive as a backup)
 - f) **Sample Work File** or signed confidentiality agreement
16. During the internship interview, you must present the internship presentation you have prepared according to the instructions. After the presentation, answer any questions asked in a clear and explanatory manner.
17. If the **Internship Commission** evaluates your internship and interview process as "Successful," your internship course (TRA310) grade will be recorded as "P" (Pass). **Note:** For students who are successful, if they already have an "X" grade for TRA310, it will be changed to "P" within 1-4 weeks after the internship interview. For students taking the course for the first time, their grade will be entered as "P" in the system after finals at the end of the semester, just like other courses.

Frequently Asked Questions (FAQ)

Question: Will my internship be accepted if it lasts fewer or more than 20 working days?

- If it exceeds 20 working days, it will be accepted; however, if it is less than 20 working days, your internship will be considered invalid.

Question: Will it be a problem if I do not submit the documents 15 working days in advance?

- If you do not submit the documents 15 working days before, any resulting issues, such as failure to complete your insurance entry for the internship, will be your responsibility.

Question: Can I count an internship I did previously as my mandatory internship?

- No. Due to the specific process you need to follow from the beginning of your mandatory internship and the steps you must take during the internship, a previously completed internship cannot be counted as your **Internship Course** (TRA310).

Question: When should I enroll in the internship course?

- If you have not yet completed your internship and plan to do it during the mid-term break, you should enroll in the following spring semester. If you plan to do it during the summer break, you should enroll in the following fall semester. Your internship grade will be entered at the end of the semester when you are enrolled in the course. To ensure this, you only need to complete your presentation during the semester.