

YEDITEPE UNIVERSITY

FACULTY OF ARTS AND SCIENCES

DEPARTMENT OF TRANSLATION AND INTERPRETING STUDIES

INTERNSHIP INSTRUCTIONS

Purpose:

1. This directive establishes the principles and guidelines for the mandatory internship that students of the Department of Translation and Interpreting Studies at Yeditepe University's Faculty of Arts and Sciences must complete as part of the TRA 310 Internship course.

Scope:

2. This directive covers the principles and guidelines for the implementation of the TRA 310 Internship course, which students of the Department of Translation and Interpreting Studies at Yeditepe University's Faculty of Arts and Sciences must pass in order to qualify for graduation.

Basis:

3. This directive has been prepared in accordance with Articles 23 and 24 (Additional) of Law No. 2547 on Higher Education, Law No. 3308 on Vocational Education, and the Framework Regulation on Applied Education in Higher Education.

Internship Committee:

4. The Internship Committee consists of three full-time faculty members appointed by the Department Chair, and its term of office is three years. The Department Chair designates one of these faculty members as the Chair of the Internship Committee. The committee members share equal responsibility for internship-related tasks, and the course load for the TRA 310 Internship course is distributed equally among them.

Duties of the Internship Committee:

5. The duties of the Internship Committee include:

- (a) informing students about the internship process,
- (b) assessing whether the internship placements chosen by students align with the purpose and scope of the internship,
- (c) reviewing, approving, and storing official internship documents,
- (d) reviewing students' internship reports at the end of the internship period,
- (e) attending internship presentations, and
- (f) evaluating the overall success of the internship.

Purpose and Scope of the Internship:

6. The purpose of the internship is to enable students to become familiar with professional fields related to the Department of Translation and Interpreting Studies and to gain hands-on experience by applying the knowledge and skills acquired during their academic education. Therefore, it is essential that students actively engage in written and/or oral translation during their internship. The mandatory internship, which is evaluated as part of the TRA 310 Internship course, must be completed in person at the designated workplace. Remote internships are not permitted.

Institutions and Organizations for Internship:

7. Students may complete their internships at any private (e.g., translation and localization companies, media organizations, international trade, tourism, logistics firms, banks, law offices, etc.) or public institutions (e.g., ministries, consulates, embassies, hospitals, courts, etc.) where they may be employed as written or oral translators after graduation.

8. It is the student's responsibility to find a suitable institution or organization for the internship.
9. The suitability of the selected institution or organization is subject to the approval of the Internship Committee.

Internships Abroad:

10. Students may complete their internships either at an institution operating within the country or at an institution abroad, provided that they actively engage in written and/or oral translation between the language pairs they have developed during their education in the Department of Translation and Interpreting Studies. In such cases, students are responsible for obtaining information on and fulfilling insurance obligations through Yeditepe University's Human Resources Directorate.

Erasmus Internship:

11. Internships completed abroad under the Erasmus Internship Mobility program may be counted as a mandatory internship, provided that they comply with the rules outlined in this directive. Students who choose to complete an Erasmus internship must also meet the additional requirements of the Erasmus Program regarding internship duration, insurance, and other relevant matters.

Internship Insurance:

12. In accordance with Article 25 of Law No. 3308, students undergoing vocational training at a workplace are covered by Workplace Accident and Occupational Disease Insurance provided by the University. Additionally, students who are not dependents of a guardian are also subject to general health insurance provisions.

Internship Duration and Attendance:

13. Students may begin their mandatory internship after completing their fourth semester of study. The internship duration is 20 working days. When determining the start and end dates of the internship, care must be taken to ensure that internship days do not coincide with official holidays. In companies that operate on weekends, Saturdays may be counted as working days, provided that this is confirmed in writing by the employer.
14. Internships should primarily be conducted during the summer break or mid-term holidays. However, if a student's course schedule permits, the internship may also be completed during the fall or spring semester. In such cases, the weekly internship workload must be planned for a minimum of three working days. If Saturdays are considered working days, and the student's weekday schedule allows for either two full days or one full day plus two half days (09:00-12:00 and 13:00-18:00), the Internship Committee may approve the student's internship documents.
15. For students registered under the *Barrier-Free Yeditepe* initiative, internship requirements may be adjusted based on their specific needs. Such modifications are evaluated by the Department Board upon the recommendation of the Internship Committee.

16. Students must adhere to the working hours of their internship institution. Attendance is monitored by the internship supervisor at the workplace and reported in the *Intern Evaluation Form*. If the total internship period falls below 20 working days, the internship is deemed unsuccessful, and the student must repeat it. In cases of excused absences due to force majeure, which must be documented with official proof and must not exceed 10% of the mandatory internship duration, the situation is reviewed by the Department Board based on the recommendation of the Internship Committee.

Preparation and Approval Process of Internship Documents:

17. Students must complete the *Internship Application Form* in full, along with the required attachments. It is the student's responsibility to submit the relevant forms—signed by the workplace internship supervisor, any member of the Internship Committee, and the Dean of the Faculty of Arts and Sciences—along with the necessary supporting documents (such as a copy of their ID and the General Health Insurance Declaration) to the Department Secretariat at least two weeks before the internship begins.

Internship Documents:

18. The *Internship Logbook* is a standardized document in which students must provide a daily account of their tasks throughout the internship. At the end of each week, the internship supervisor at the workplace must write comments in the designated section and provide their name, date, official stamp, and signature. The logbook must be completed daily in handwritten form and in Turkish. The reports should be clear and should reflect the knowledge and terminology the student has acquired during their education. Students must also include the translations they complete during the internship in the logbook. If oral translation is performed, the student must prepare a detailed report explaining the type and nature of the interpretation. In cases where a student signs a confidentiality agreement with the internship institution, a copy of this agreement must be submitted to the Internship Committee along with the internship documents.
19. The *Workplace Intern Evaluation Form* is a document that must be completed by the internship supervisor at the workplace to assess the intern's performance. After the internship ends, the supervisor must submit this form to the Internship Committee. The supervisor may either give the sealed form to the student for delivery to the Internship Committee or send it electronically from the company's official/corporate email address to the internship coordinator's university email address. It is the student's responsibility to ensure that the form is received by the Internship Committee.
20. The *Internship Committee Intern Evaluation Form* is a document completed by the Internship Committee members to assess the student's internship logbook and presentation. This form is filled out during a meeting attended by all three committee members, where the student presents their internship experience and submits the required documents, including the workplace intern evaluation form and the internship logbook.

Completion of Internship and Internship Presentation

21. Students who have completed their internship must contact the Internship Committee within two weeks of the internship's completion to schedule their internship presentation. On the dates set by the Internship Committee, students are required to deliver their prepared internship presentation (e.g., PowerPoint) in a meeting attended by the committee members. During this meeting, students must submit their internship logbook and its attachments, as well as the *Workplace Intern Evaluation Form* if it has been provided to them.

Evaluation and Grading of the Internship

22. The student's internship success grade is determined by summing the scores received on the *Workplace Intern Evaluation Form* and the *Internship Committee Intern Evaluation Form*. To pass the internship, a student must achieve a minimum total score of 70 out of 100. Students who meet this requirement receive a *P* grade, as specified in the *Assessment and Evaluation* section of Yeditepe University's Associate and Undergraduate Regulations. This grade is recorded in the system as the final grade for the *TRA310 Internship* course.
23. If a student's internship duration does not meet the minimum requirement outlined in this directive, the internship is considered unsuccessful. Similarly, if the content of the internship or the student's assigned tasks are found to be inconsistent with the objectives set in this directive, the internship will be deemed unsuccessful. In both cases, the student must repeat the internship.

Recognition of Previous Internships

24. The validity of internships completed at previous institutions by students transferring through horizontal or vertical transfer programs is assessed and determined by the relevant adaptation committee. Students whose previous internships are recognized are not required to complete another internship.

Graduation Requirement

25. Students must successfully complete the internships required under this directive. A diploma will not be awarded to students who have not successfully completed their internship.