**EXPLANATIONS ON COMD 290 AND COMD 390 SUMMER INTERNSHIP APPLICATIONS:**

**Internship period: 4 Weeks**

1. **Request letter to be sent to the selected Company**
2. **Internship Place Approval Form and finalization of the internship dates**

| Sequential Procedures for Internship Applications | Final Application |
| --- | --- |
| Determining the places for internship and meeting with the instructor responsible for the internship, | April 9, 2021 |
| Receiving the **Application Letter** to be sent to the company and the letter showing the acceptance and approval of the company (to be delivered to the instructor responsible for the internship) | April 27, 2021 |
| Final form of the **Internship Place Approval Forms** (with the signature of the instructor responsible for the internship for SSI (SGK) transactions) This form is required for the Department and will be delivered to the department. | May 4, 2021 |
| Receiving **Internship Evaluation Forms** that must be taken to the company and filled out by the company at the end of the internship. | May 28, 2021 |
| Confirming the internship dates and entering SSI (SGK) entries 10 days before starting the internship | May 28, 2021 |
| Submission of the **Internship Evaluation Forms** completed by the company to the Department Head (These forms must be sent to **the address in a closed and confidential envelope by the company**. Faxes **will not be accepted** unless otherwise. Internships of students who do not have this form **will not be accepted**.) | October 4, 2021 |
| Delivery of **Internship Reports and Posters (in PDF format)** via the Moodle (Internship reports **must** be within the specified formats and delays in reports submitted after the deadline **will affect** the grading of the report) | October 22, 2021 |
| Internship Fair | Date will be indicated later |

1. **Notification for SSI (SGK) entry, especially 10 days before the start of the internship, when finalizing the internship dates**
2. **Internship Evaluation Form**
3. **Internship Report**

**2021 INTERNSHIP SCHEDULE**

**Internship Places:**

* Advertising agencies
* Television channels
* Print media organizations
* Video production companies
* Holding / company promotion units
* Public relations companies