

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

2023 INTERNSHIP SCHEDULE

Sequential Procedures for Internship Applications	Final Application
Determining the places for internship and meeting with the instructor responsible for the internship,	
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)	
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 18, 2023
Confirming the internship dates and entering SSI (SGK) entries 10 days before starting the internship	June 16, 2023
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 . E-mail will not be accepted unless otherwise. Internships of students who do not have this form will not be accepted .)	November 1, 2023
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)	November 20, 2023
Internship Fair	Date will be indicated later