



# Bilkent University

## Department of Communication and Design

### COMD 290 AND COMD 390 INTERNSHIP ROADMAP AND SCHEDULE

**Internship Period: 4 Weeks** (at least five workdays per week)

**You must complete your internship formalities/procedures via**  
<https://stars.bilkent.edu.tr/sts/>

#### Required Steps:

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, latest five days before the start of the internship, when finalizing the internship dates
4. Internship Evaluation Form
5. Internship Report/Poster

#### 2025 INTERNSHIP SCHEDULE

| Sequential Procedures for Internship Applications                                                                                                                                                                                                                                                                                                                                                          | Final Application                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Determining the places for internship and meeting with the instructor responsible for the internship,                                                                                                                                                                                                                                                                                                      |                                   |
| Reception of the <b>Application Letter</b> 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).                                                                                                                                                                                                 |                                   |
| The final form of the <b>Internship Place Approval Forms</b> (with the signature of the instructor responsible for the internship for SSI (SGK) transactions) This form is required and should be uploaded on <a href="https://stars.bilkent.edu.tr/sts/">https://stars.bilkent.edu.tr/sts/</a><br>Confirming the internship dates and entering SSI (SGK) entries five days before starting the internship | August 1, 2025                    |
| “ <b>Internship Evaluation Form</b> ” (PDF) filled out by the company at the end of the internship. It must be uploaded to:<br><a href="https://www.dropbox.com/request/zzkiTxrMuEoKu9BcwOOr">https://www.dropbox.com/request/zzkiTxrMuEoKu9BcwOOr</a><br>Internships of students who do not have this form <b>will not be accepted</b> .                                                                  | October 20, 2025                  |
| Delivery of <b>Internship Reports and Posters (in PDF format)</b> on <a href="https://stars.bilkent.edu.tr/sts/">https://stars.bilkent.edu.tr/sts/</a> .<br>(Internship reports <b>must</b> be within the specified formats, and delays in reports submitted after the deadline <b>will affect</b> the grading of the report)                                                                              | November 17, 2025                 |
| Internship Fair                                                                                                                                                                                                                                                                                                                                                                                            | The date will be announced later. |