



HALIÇ UNIVERSITY COMPUTER ENGINEERING INTERNSHIP NOTEBOOK PREPARATION ROAD MAP

PLEASE
READ
CAREFULLY

Internship Notebook Preparation Steps

Internship Booklet Cover

Compulsory Internship Form

Weekly Activities Section

Daily Activities Section

The first thing you need to do is

This document must be submitted 2 weeks before the start of the internship. A total of 3 copies of this document must be prepared. all documents must be original. copies are not accepted. All sections of the document must be wet signed.

Please make sure that the days total 30 working days. Public holidays should be excluded. In possible cases, if there are weeks that coincide with exams (midterm, final and make-up), it is more accurate to subtract the whole week.

You should fill the official website link of the company

You should fill the official e-mail adress

You must fill in your personal information in this document and take it to the company and the company's information must be filled in. It must be signed and stamped by the company.

 **TURKISH REPUBLIC
HALIÇ UNIVERSITY**
COMPULSORY INTERNSHIP / PROFESSIONAL PRACTICE FORM

To Whom It May Concern,
The students at the department / program of..... at our university are obliged to do an internship/ professional practice at institutions and businesses before the end of their study period as the necessity of our educational programs.
In case the student who is subjected to an internship / professional practice is accepted to your institution, our university will be responsible from starting and notifying his / her insurance in accordance with the law no 5510 " Social Insurances and General Health Insurance Law".
Thanks for your concern in the intership / professional practice of our student,whose information is given below, in your institution for working days and we wish you success.

HEAD OF THE DEPARTMENT / PROGRAM

STUDENT INFORMATION

Turkish ID Number		Academic Year	
First Name		Student ID Number	
Last Name		Place of Birth	
Father's Name		Date of Birth	
Mother's name		E-mail address	
Nationality		Phone Number	
Residence Address			

INSTITUTION WHERE THE INTERNSHIP / PROFESSIONAL PRACTICE IS DONE

Name			
Address			
Production / Service Area	Risk Range		
Phone Number	Fax Number		
E-mail address	Website address		
Starting date of internship / Professional Practice	End date of Internship / Professional Practice	Duration of internship / Professional Practice	
..... / / 202...	 / / 202...	 / / 202...	

NOTE: Internship/ Professional Practice starting and end date should be written by calculating midterm exams, final exams, official-religious holidays and weeks.

EMPLOYER OR HIS/ HER DEPUTY

First and Last Name		Signature/ Stamp
Position or Title		
E-mail address		
Date		

STUDENT'S SIGNATURE I declare that the information on the document is correct, and I respectfully submit to the preparation of the internship / professional practice documents related to the aforementioned institution / company that I undertake to do internship / professional practice. Date: / / 202...	APPROVAL OF DEPARTMENT/ PROGRAM Head of Commission of Internship / Professional Practice of Department / Program First Name-Last Name / Title/ Stamp-Signature Date: / / 202...	APPROVAL OF FACULTY / VOCATIONAL SCHOOL Internship / Professional Practice Faculty / Vocational School Coordinator First Name-Last Name / Title/ Stamp-Signature Date: / / 202...	APPROVAL University Internship / Professional Practice Coordinatorship The entry process to start internship / professional practice has been made to the Social Security Institution. Date: / / 202...
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IMPORTANT NOTE 1: This document is prepared in 3 copies (not photocopy). After the approval of the Internship / Professional Practice place and the approval of the Department / Program, at least 10 days before the start of the internship / professional practice, it must be submitted to the Internship / Professional Practice Coordinatorship with 1 photocopy of ID, 1 photocopy of student ID and 1 passport-sized photo.

IMPORTANT NOTE 2: All 3 documents must be filled in with a blue pen, and all 3 documents must be signed and stamped.

The first thing you need to do is

After the company has filled out the paperwork, you should come to the school and do the following steps in order.

This must have the signature of the head of the department.

Your signature must be here.

This must have the signature of your advisor.

This must have the signature of the faculty secretary.

This must have the signature of the University Coordinatorship.



TURKISH REPUBLIC

HALIÇ UNIVERSITY

COMPULSORY INTERNSHIP / PROFESSIONAL PRACTICE FORM

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STUDENT INFORMATION

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First Name		Student ID Number	
Last Name		Place of Birth	
Father's Name		Date of Birth	
Mother's name		E-mail address	
Nationality		Phone Number	
Residence Address			

INSTITUTION WHERE THE INTERNSHIP / PROFESSIONAL PRACTICE IS DONE

Name			
Address			
Production / Service Area		Risk Range	
Phone Number		Fax Number	
E-mail address			
Starting date of Internship / Professional Practice	 / / 202...	End date of Internship / Professional Practice	 / / 202...
Duration of Internship / Professional Practice			

NOTE: Intership/ Professional Practice starting and end date should be written by calculating midterm exams, final exams, official-religious holidays and week

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First and Last Name		Signature/ Stamp	
Position or Title			
E-mail address			
Date			

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IMPORTANT NOTE 2: All 3 documents must be filled in with a blue pen, and all 3 documents must be signed and stamped.

Required Documents for Students Who Will Do an Internship Abroad

In order for the internships of students who will complete their internship abroad to be considered valid, the following steps must be fully completed:

1. **Email Submission by the Responsible Engineer (This email must be completed and sent at the same time as the compulsory internship form. If the aforementioned compulsory internship form has been filled out electronically by the company, the student must print it out in color and have it signed by the members of the internship committee):**

The engineer supervising the intern at the host company must send an email addressed to the student, the student's academic advisor, and the relevant internship committee. The department head must also be included in the CC field of this email.

Required Documents for Students Who Will Do an Internship Abroad

2. Required Information in the Email:

The email must clearly, accurately, and completely include the following information:

- The full name, title, and engineering field of the responsible person (Software Engineer, Artificial Intelligence Engineer, etc.)
- The official website link of the company
- A brief and concise description of the tasks assigned to the student during the internship

Emails that contain incomplete or insufficient information will not be accepted under any circumstances. Fulfilling these requirements is mandatory for the internship to be officially recognized and evaluated.

What to do after you start your internship

You must prepare your internship notebook.

Fill in the cover page electronically. After printing it out, you need to paste your biometric photo here. If the photo is too large, it should be cut and reduced in size.



**T.C.
HALIÇ UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING**

**SUMMER INTERNSHIP I
INTERNSHIP REPORT**

PHOTO

Name Surname :

Student Number :

/ Education in academic year

What to do after you start your internship

You must prepare your internship notebook.

In this section, you should write a short title about what you did during the day.

At the end of the internship, these sections must be signed by the company after printing.



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INTERNSHIP REPORT

WEEKLY PLAN

1st Week	
Date	The Work Done
.....	
.....	
.....	
.....	
.....	
.....	
.....	
Authorized Name Surname: Signature & Stamp	

2nd Week	
Date	The Work Done
.....	
.....	
.....	
.....	
.....	
.....	
.....	
Authorized Name Surname: Signature & Stamp	

What to do after you start your internship

You must prepare your internship notebook.

Daily activities should be filled in electronically. No additional visuals and/or code fragments should be included in this section. It should be at least 10 lines and should not be in bullet points. It should be in paragraphs.

At the end of the internship, after you print it out, it should have your own signature.

This must include the name, surname, signature and stamp of the company staff member.

DAILY EVENTS		
Department of Work:	Date:	
Signature of the Intern:	<u>Internship Staff</u> Name Surname:	Signature & Stamp
T.C. Haliç University, Faculty of Engineering, Department of Computer Engineering		



Confidentiality Information Form Regarding the Project or Source Code (If applicable)

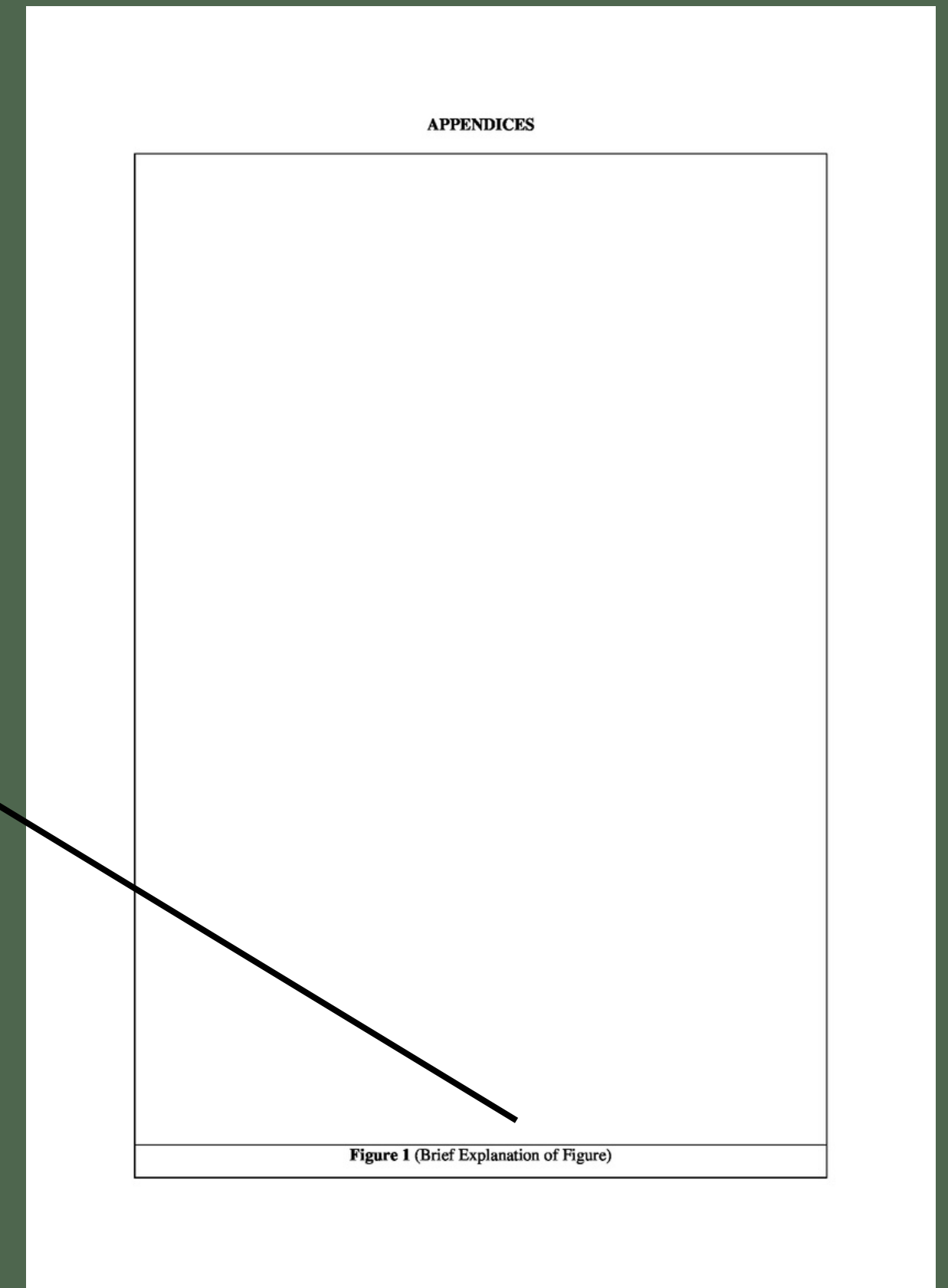
In certain cases, the project or source code that the intern is working on may be considered confidential. However, for such confidentiality claims to be deemed valid, the following steps must be fully completed:

1. An official “Confidentiality Letter” explaining the reason for confidentiality must be prepared on the company’s official letterhead and must bear the wet signature of the engineer responsible for supervising the internship. This document should be placed in the internship report, immediately after the appendix section.
2. Internship reports or logbooks that lack technical details due to confidentiality reasons will not be accepted unless the signed Confidentiality Letter is submitted.
3. Even in cases of confidentiality, students are required to describe the tasks they performed in general terms. These descriptions must not contain any confidential or proprietary information related to the company. If deemed necessary, the internship committee may request additional documentation.

What to do after you start your internship

You must prepare your internship notebook.

If there is an image you want to add, you will add it in this section. You should name the images you add day by day (Figure 11 (This notation means 1st day 1st Figure)) and you should definitely mention the days of the attachments you add in your daily activities.



What to do after you start your internship

You must prepare your internship notebook.

Fill in the Evaluation form electronically. After printing it out, you need to paste your biometric photo here. If the photo is too large, it should be cut and reduced in size.

The company's evaluation must be signed and stamped by supervisor (engineer). This form must be in a sealed envelope and the company's stamp and signature must be stamped on the opening of the envelope.



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FACULTY OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

Photo

INTERN STUDENT EVALUATION FORM

Name Surname :
Student Number :
Year of the student :

Company Name	Department	Working Time		
		Starting Date	End Date	Week

STATUS OF THE STUDENT

Behavior, Attitude: Diligence: Talent:

The controlling authority evaluates the general condition of the student during his/her internship.
(A: Excellent B: Good C: Moderate D: Weak E: Unsuccessful)

General Evaluation
Please indicate if there are aspects of our student that need to be improved, that you find lacking or sufficient.
.....
.....
.....

General Evaluation of the Internship	☐ SUFFICIENT	☐ INSUFFICIENT
Would you consider hiring the student?	☐ YES	☐ NO

...../...../.....
Company Internship Responsible
Name Surname / Signature & Stamp