INTERNSHIPS BOOK (FORM-8)

<table>
<tr><td colspan="4">STUDENT INFORMATION</td></tr>
<tr><td colspan="3">NAME AND SURNAME:

TURKISH IDENTITY NUMBER:

STUDENT NUMBER:

EDUCATION YEAR OF INTERNSHIP:</td><td>STUDENT'S PHOTO</td></tr>
<tr><td colspan="2">STUDENT SIGNATURE:</td><td colspan="2"></td></tr>
<tr><td colspan="4">INTERNSHIP INFORMATION</td></tr>
<tr><td colspan="2">NAME OF THE INTERNSHIP INSTITUTION:</td><td colspan="2"></td></tr>
<tr><td>CONTACT INFORMATION OF THE INSTITUTION:</td><td>ADDRESS:</td><td colspan="2">TELEPHONE:</td></tr>
<tr><td colspan="2">STARTING DATE:</td><td colspan="2"></td></tr>
<tr><td colspan="2">END DATE:</td><td colspan="2"></td></tr>
<tr><td colspan="2">CONTENT AND SCOPE OF THE DUTY AT THE INTERNSHIP:</td><td colspan="2"></td></tr>
<tr><td colspan="3">NAME OF INTERNSHIP OFFICIALS</td><td>SIGNATURE</td></tr>
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RULES FOR FILLING THE INTERNSHIP BOOK

1. The student's photo must be pasted on the first page of the internship book and the picture must be sealed at the Dean's Office of the Faculty of Fine Arts, Design and Architecture.
2. The information on the first page of the internship notebook must be filled in clearly, legibly, in capital letters and with a ballpoint pen, and there must be no scribbles on the pages.
3. Weekly internship reports must be clear, legible and filled out in blue ballpoint pen. Photographs and visuals can be added.
4. Weekly internship reports should include details about the division of labor valid for that week, and superficial explanations should be avoided. Material notes and technical detail notes regarding the application should be taken.
5. Weekly internship reports must be approved and stamped by the manager of the department/section where the internship took place.
6. Depending on the internship content, the Chairman of the Internship Commission may request additional information from the student regarding the work done, when deemed necessary.
7. The student must comply with the legal and administrative rules of the workplace where he/she does his internship, just like the employees of that workplace.
8. As a result of the examination of the internship notebooks, an investigation will be opened within the framework of the University Disciplinary Regulations against students who have falsified the internship documents and attached documents or who have prepared and submitted an Internship notebook despite not working.
9. During the internship, the student is obliged to carry out and participate in the studies given by the authorities regarding the internship in the workplaces specified in the relevant articles of the department.
10. The Internship Commission evaluates the acceptance or rejection at the conclusion of the internship studies. A part of the relevant internship may be rejected and asked to be repeated.

Scope of Work:	1st Week
	Date: … / … / ……
Internship official's Name and Surname: Signature:	Company Stamp:

Scope of Work:	2nd Week
	Date: … / … / ……
Internship official's Name and Surname: Signature:	Company Stamp:

Scope of Work:	3rd Week
	Date: … / … / ……
Internship official's Name and Surname: Signature:	Company Stamp:

Scope of Work:	4th Week
	Date: … / … / ……
Internship official's Name and Surname: Signature:	Company Stamp:

Scope of Work:	5th Week Date: … / … / ……
Internship official's Name and Surname: Signature:	Company Stamp:

Scope of Work:	6th Week
	Date: … / … / ……
Internship official's Name and Surname: Signature:	Company Stamp:

Scope of Work:	7th Week
	Date: … / … / ……
Internship official's Name and Surname: Signature:	Company Stamp:

Scope of Work:	8th Week
	Date: … / … / ……
Internship official's Name and Surname: Signature:	Company Stamp:

Scope of Work:	9th Week Date: … / … / ……
Internship official's Name and Surname: Signature:	Company Stamp:

Scope of Work:	10th Week Date: … / … / ……
Internship official's Name and Surname: Signature:	Company Stamp:

In addition to your weekly internship report, answer the following questions about the institution you work for. In addition to the questions, you can add what you want to point out.

1. Make an organizational chart of the institution you work for. Write job descriptions and job specifications that include the names of people in each position in the organization.

2. Provide information about the management and leadership styles of the institution you work for.

3. Focus on the department you work in and give information about the problems you observed during your internship. (Ex: Customer satisfaction, about the organization, about operational systems and procedures, about employee motivation and attitudes)

4. Explain what your solution suggestions are for the problems you have identified in the department you work in. (Ex: Customer satisfaction, about the organization, about operational systems and procedures, about employee motivation and attitudes)