

## 2018-2019 SUMMER INTERNSHIP

## **FLOW CHART**



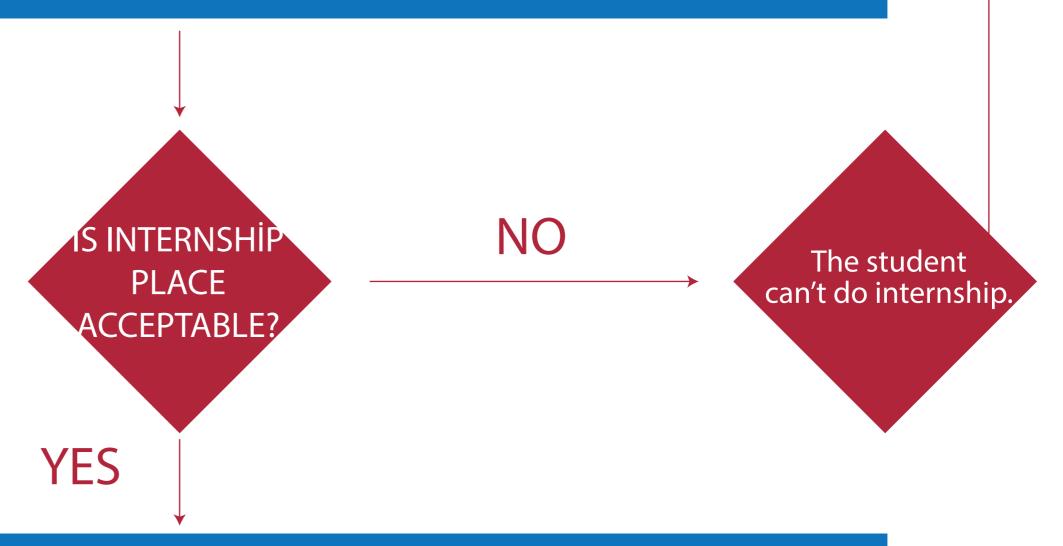
Students determine the instituion to do internship.



Minimum 3 days before the internship start date, students enter and save the information of the company on UBIS( internship details tab) that he/she will do internship.



By the lecturer of department, the student's internship place is controlled and it is decided whether it is acceptable or not.



Students, who have lecturer approval, can take and print their official documents on UBIS.



Students give one copy the official documents to the firm and give the other copy to Career Center and take internship files upon delivery. (Students of SHMYO( Vocational School of Health Services) submit their documents to Vocational School Secretary.)



Students deliver the internship files to the head of department until the first month of fall term of academic calendar.



Assesment of the internship (on Document and UBIS.)



Announcement of the results within 2 weeks after assesment.

