

Objective:

It is to recognize the working environment of Electronics and Communication Engineering in the sector, to benefit from the experience and knowledge of professionals, and to apply the knowledge acquired at the university in the working environment. For this reason, when choosing the workplaces to do internship and doing internship work, two main goals should be pursued:

- a. Recognizing the sector and working disciplines
- b. Doing hands-on work (not just reading and translating documents) where knowledge can be transformed into skills and benefits are increased through the transfer of experience.

Requirements for Public or Private Organizations to be Interned:

• **First internship** In enterprises related to Electricity, Electronics, Communication, Computer and Control; maintenance, repair, production, management and planning. The first internship cannot be done more than 25 days. Even if it is done, its acceptance will not be more than 25 days.

• **Other internships:** In businesses related to Electricity, Electronics, Communication, Computer and Control; R&D, design, planning and projecting, production, application, quality control and project management.

• It is compulsory to have at least one engineer with the following title in the workplaces where internship will be done.

Electronics and Communication Engineer, Electrical and Electronics Engineer, Electronics Engineer, Electrical Engineer, Telecommunication Engineer, Communication Engineer, Control Engineer, Biomedical Engineer, Computer Engineer, Software Engineer

• All information in the system must be filled in completely.

• The internship officer will review and approve the internship notebook of the relevant student via the incoming e-mail, fill out the questionnaires and make the necessary grading.

In order to perform these procedures, the student must have uploaded the internship notebook to the system and completed the internship termination process through the system.

• The chamber registration number or diploma number, e-mail address, university of graduation and internal contact number of the engineer who approves the internship file must be specified **in** the authorized information section of the system. (If an authorized engineer cannot be determined during the internship application phase, a person from human resources can be entered into the system as an authorized person and this person does not need a diploma number, but this authorized person must be replaced with an engineer with the above-mentioned title by creating an **internship authority change** request through the system after the internship starts. During this change, the information requested in the system must be entered completely).

• Since the login information will be sent to the authorized person via e-mail at the beginning of the internship, it is very important to enter the e-mail address of the authorized person correctly or to make the necessary authorized changes through the system without interruption.

• Students can complete their internships in public institutions or organizations working on different subjects or in the private sector.

- The entire internship (60 working days) cannot be done in a single organization, even if it has different departments. Compulsory internship must be done in at least two different organizations.

- Even if more than 40 working days of internship is done in the same department of an organization, at most 40 days of this is counted as internship.
- The internship organization should be committed to employing interns effectively and the intern should be willing to take an active role.