



**KARADENİZ TECHNICAL UNIVERSITY
OF TECHNOLOGY FACULTY OF
TECHNOLOGY
DEPARTMENT OF ELECTRONICS AND COMMUNICATION
ENGINEERING
WORKPLACE PRACTICE COURSE COMMITTEE
CHAIRMANSHIP**

Dear Authorized,

Thank you very much for accepting our students to receive training in your company within the scope of workplace training according to KTU Education and Training Legislation.

Our students, who are candidates for Electronics and Communication Engineering, complete 7 semesters of the total 8 semester education and training period as active and applied courses in our department and the other 1 semester in the sector to strengthen their application skills under the name of **Workplace Training**. Workplace Education is a realistic model and has very successful applications in the world and in Turkey. This model, which is thought to increase University-Industry cooperation and job placement rates after graduation, is realized with three partnerships consisting of employers, students and faculty members.

In order for our students to benefit better from their workplace training, they must comply with the rules in the "**workplace training guidelines**" on our website https://www.ktu.edu.tr/dosyalar/ofece_IWzgD.pdf For this reason, please ask your students to comply with these rules.

Students are required to do workplace training for a total of 14 weeks, at least 5 days a week during the relevant semester. In addition to the training provided, the workplace authority must follow the attendance of the students and fill in and approve the attendance chart. Again, the "**Workplace Training Authority Evaluation Form**" (registration slip) must be filled in carefully by the workplace authority. The passing grade of the student will be calculated weighted by our department auditors according to the registration slip and attendance status.

At the end of the Workplace Training, the completed and approved "**Attendance Schedule**" and "**Workplace Training Officer Evaluation Form**" must be sent to our commission in a **sealed** diplomatic envelope through the relevant student. In order to avoid various victimizations, we recommend that mail or cargo **should not be preferred** unless it is mandatory.

During the workplace training, faculty members assigned by our faculty will supervise the students at intervals. Your opinions are very important for our supervisors during these inspections.

Dr. Cenk ALBAYRAK

Head of Workplace Education Commission