**CRUCIAL ISSUES TO BE PAID ATTENTION REGARDING INTERNSHIPS**

**1) Internship notebooks should be submitted to the related personnel (ECER ERÇAĞ-student registrar’s office) in the time interval allowed. Otherwise, the notebooks will not be approved for submission.**

**2) Internship notebooks will be filled in English. If the notebooks are required to be filled in Turkish (due to the fact that the company does not accept internship notebooks in English etc.), a comprehensive summary written in English and that includes all of the subjects of the internship and the things done in the context of the internship should be added at the end of the intership notebook.**

**3) Even if the internship is completed successfully, the results of the internships with incomplete internship notebooks, with the notebooks completed out of the time interval allowed for notebook preparation and as well as with incomplete documents will not be entered to the system.**

**4) The demands of the students that have not written their names on the faculty internship preference list in the time interval allowed will not be considered on any account.**

**5) Since allocation and placement process is performed in accordance with the capacity, any type of petition with any kind of intentions will not be accepted on any account if the students, that have not been placed in any companies or in companies that are suitable for them in terms of time interval and/or location, come up with the demand of cancellation or objection out of the time interval allowed for cancellation.**

**6) The internships attended in the companies of individually-arranged by the students instead of the companies the faculty arranges will not be accepted on any account, if they are attended by the students that have already written their names on the faculty internship preference list and besides have not yet cancelled their names from that list in the time interval allowed.**

**7) The students, that will arrange the companies by themselves for their internships, should inquire about if the internship they will attend in the company satisfies the “internship rules of the faculty” from the professors that are members of the internship commission. They are specified below:**

**Spinning Internship - Asst. Prof. Dr. Ali Kılıç**

**Weaving Internship - Asst. Prof. Dr. Şahin Akkaya**

**Knitting Internship – Asst. Prof. Dr. İkilem Göcek**

**Dyeing-Finishing Internship - Lecturer Dr. Berdan Kalav**

**Planning-Organisation-Laboratory Internship - Lecturer Dr. İlkay Özsev Yüksek**

**Garment/Ready-to-wear Internship - Lecturer Dr. Belgin Görgün**

**8) All of the questions related with internships should be directed to the research assistants assigned for the specific term and the questions should be related with the semeters they are responsible for. Please do not ask your questions directly or by e-mail to the personnel that are not charged with that assignments.**

**Fall Semester - Res. Asst. Havva Başkan and Res. Asst. Nuray Kızıldağ**

**Spring and Graduation Status Summer Term - Res. Asst. Fatma Zehra Engin and Res. Asst. Sena Terliksiz**

**Engineering workshop internship – Res. Asst. Ezgi Ceren Boz**

**9) All of the questions related with the internship insurance process should be asked directly to Semih Özkur.**

**10) Since all of the information regarding the internships will be announced on the faculty web site (**[**http://tekstil.itu.edu.tr/egitim/lisans-egitimi/staj-islemleri**](http://tekstil.itu.edu.tr/egitim/lisans-egitimi/staj-islemleri)**), please follow the announcements regarding the issues related with internship on our website.**