**DOCUMENTS SUPPLIED FROM UNIVERSITY**

* Internship Notebook
* Company internship information form\*
* Student internship form\*
* Company survey form\*
* Student survey form
* Internship brochure that includes things to do during internship

**NOTICE:**

**\* Those with asterisk marks and the last page of the internship notebook will be reproduced by the student according to the number of the companies in where the internship will be done.**

**THINGS TO DO AT UNIVERSITY**

When the students get the internship notebook, they will attach their photographs to the related places at the following documents. Then, they will have these documents stamped.

* Student internship form (as the number of the company)
* Internship notebook front page

**HOW TO FILL THE INTERNSHIP NOTEBOOKS?**

* The contents of the notebooks will be as parallel to the internship brochure as possible.
* The internship notebooks will be filled by handwriting.
* All the pages, including the documents supplied from company, will be stamped and signed by the company.
* Pen should be used.
* The stamps and the signs of all the companies at where the internships have been carried out will be present on the front page of the internship notebook. The internship dates and the other information will be filled in the related places.
* Separate envelopes will be brought for each company at where the internship is carried out.

**IN ENVELOPES**

* Company questionnaire form
* Student internship form (approved from the school and the company)
* Last page of notebook

must be included.

**SUBMISSION/DELIVERY OF INTERNSHIP NOTEBOOKS**

* Documents which are filled by the company, must be put into an envelope and envelope must include company seal on it.
* Opened envelopes cannot be accepted.
* Internship notebooks and envelopes must be delivered until the deadline which will be announced in the first month of the beginning date of school.