FACULTY OF COMMUNICATION INTERNSHIP REGULATION

CHAPTER ONE
Purpose, Scope, Basis and Definitions

1. Purpose and Scope

This regulation defines the procedures and principles regarding the planning, implementation, and valuation of the fundamental principles of internships undertaken by students of the Faculty of Communication at Arkın University of Creative Arts and Design (ARUCAD) outside the faculty, in organisations where their professions are practised, with the aim of enabling them to develop the knowledge and skills they have acquired from theoretical and practical courses during their studies.

2. Basis

This Regulation shall be referred to as the Arkın Creative Arts and Design University Faculty of Communication Internship Regulations and shall be enacted by the University Senate.

3. Definitions

The following terms used in this Directive:

- **a) Department:** The departments of the ARUCAD Faculty of Communication,
- **b) Head of Department:** The Heads of Department of the ARUCAD Faculty of Communication,
- **c) Department Internship Committee:** The committee established in each department for the organisation and coordination of internship-related activities,
- **d) Department Internship Committee Chair:** The relevant Department Chair or a faculty member appointed by the Department Chair,
- e) **Dean:** The Dean of the ARUCAD Faculty of Communication,
- **f) Dean's Office:** The Dean's Office of the ARUCAD Faculty of Communication,
- **g) Faculty:** ARUCAD Faculty of Communication,
- **h) Faculty Council:** ARUCAD Faculty of Communication Faculty Council,
- **i) Faculty Internship Committee:** The committee established for the organisation and coordination of internship activities across the faculty,
- j) **Chair of the Faculty Internship Committee:** The vice dean appointed by the Dean, responsible for education and training and internship matters and procedures,
- **k) Institution/Organisation:** The public or private institution/organisation where the internship will take place,
- **l) Institution/Organisation Internship Supervisor:** The internship supervisor of the public or private institution/organisation where the student will undertake their internship,
- **m) Student Affairs Unit:** The ARUCAD Student Affairs Directorate,
- **n) Rector:** The ARUCAD Rector,
- **o) Senate:** The ARUCAD Senate,
- **p) SGK:** The Social Security Institution,

q) **Summer Term:** The term beginning on the date when the spring term final examinations end and ending on the date when the autumn term courses begin,

r) **Board of Directors:** The ARUCAD Faculty of Communication Faculty Board of Directors.

CHAPTER TWO
Internship Committees

4. Faculty Internship Committee

The Faculty Internship Committee consists of the Dean and the heads of the department internship committees. The Dean is the chair of the Committee, which convenes at the Dean's request. The duties of the Faculty Internship Committee are as follows:

(a) To determine the principles regarding internships,
(b) To organise and coordinate internship activities,
(c) To ensure that the student's Social Security Institution (SGK) documents are forwarded to the Directorate of Student Affairs,
(d) To submit appeals regarding the evaluation of the internship to the Management Board for a decision,
(e) Perform other tasks and procedures related to the internship.

5. Department Internship Committee

The Department Internship Committee consists of three academic staff members: the chair, who is the department head or a person appointed by the department head, and two members, one of whom is a teaching staff member. The term of office for the chair and members is three years. The Department Internship Committee meets at the request of the chair.

The duties of the Department Internship Committee are as follows:

(a) Organising and coordinating internship activities,
(b) Reviewing and evaluating the compliance of internship documents with the Regulations,
(c) Monitoring the internship application process,
(d) Monitoring the internship to ensure it is conducted in accordance with its purpose and rules; obtaining information about the student from the institution/organisation where the internship is carried out, when necessary,
(e) Reviewing and evaluating the "Student Internship Report File",
(f) Ensuring that the "Student Affairs Unit" monitors the student's SGK (Social Security Institution) documents,
(g) Evaluating the "Institution/Organisation Student Internship Evaluation Form", the "Student Internship Report" and additional information/documents related to the internship, and deciding whether the internship was successful,
(h) Forward any objections regarding the evaluation of the internship to the "Faculty Internship Committee",
(i) Submit the information of students who have completed their internship to the "Student Affairs Unit" in writing,
(j) Perform other tasks and procedures related to the internship.

CHAPTER THREE
Internship Period, Duration, Schedule and Location

6. Internship Period, Duration and Schedule

(1) Students of the Visual Communication Design Department shall take the internship course in the Fall or Spring Semester of their third year (5th or 6th semester); students of the New Media and Communication Department shall take the internship course in the Spring Semester of their third year (6th semester); and students of the Digital Game Design Department shall take the internship course in the Fall or Spring Semester of their fourth year (7th or 8th semester), alongside their other courses.

(2) The internship, which constitutes the practical component of the internship course and is related to the students' respective fields of study, shall be carried out either during the semester in which the course is taken or during the subsequent summer period, provided that it does not overlap with or interfere with any other academic semester and/or course schedule.

(3) Within the specified period, students shall complete a one-time internship, equivalent to 5 ECTS credits (20 full working days or 40 half working days), either within the University or at an external institution or organization.

(4) The internship responsibility for the Double Major Programme is managed by the student's second major. If both majors of a double major student are in the Faculty of Communication, the student is required to complete the internship requirements of the second major in addition to those of the first major in order to fulfil the graduation requirements. Students whose sole major is in the Faculty of Communication are responsible for adhering to the internship principles and regulations of the faculty and programme in which they are enrolled.

(5) Students who have not completed their mandatory internships cannot graduate until they have fulfilled the internship requirements.

(6) Continuing the internship is mandatory. Days missed due to valid reasons shall be made up. The "Institution/Organisation Internship Supervisor" shall terminate the internship of any student who fails to comply with the rules and report the situation to the "Faculty Internship Committee". The Management Board decides whether the internship period completed by a student who is unable to complete their internship due to force majeure or a valid reason counts towards their internship.

7. Internship Location

The responsibility for finding a suitable internship placement lies entirely with the student. However, the "Department Internship Committee" and the "Faculty Internship Committee" may take the necessary steps with institutions/organisations to facilitate the student's search for an internship placement that meets the required criteria. Before commencing an internship at an institution/organisation found through their own initiative within the country, the student must obtain the approval of the "Department Internship Committee" and cannot undertake the internship without this approval. Students wishing to undertake an internship abroad may do so either through an exchange programme or at an institution/organisation abroad found through their own initiative, provided they obtain the written approval of the "Department Internship Committee".

Students may undertake internships at organisations in the private or public sector, or at civil society organisations, in Turkey, Northern Cyprus or a third country.
The following criteria must be met when selecting an internship placement:

(a) The internship location must offer activities where the student can observe and practise the applications of the profession in which they are being trained.

(b) The internship location must have been carrying out the applications of the profession in which the student is being trained for at least two years.

(c) The supervisor/expert to whom the intern will report must not be a first-degree relative of the student.

8. Internship Location Change

(1) After commencing their internship, students may not change their internship location without the approval of the "Department Internship Committee".

(2) In the event of a strike or lockout, fire, bankruptcy, work accident, earthquake, flood, or other natural disaster at the institution/organisation where the internship is being carried out, or if the student is employed for purposes other than the internship, the student may complete the internship period at a new location with the approval of the "Department Internship Committee".

(3) The Department Internship Committee is authorised to decide on other reasons for changing the internship location not covered in this Directive and reported by the intern student.

CHAPTER FOUR
Implementation and Operation of the Internship

9. Conducting the Internship Process

Internship-related matters begin with the student's academic advisor registering them for the course. Subsequently, the teaching staff responsible for the internship course carry out the student's internship-related application, guidance, supervision, and evaluation processes. The organisations where relevant students will undertake their internships are determined based on the request of the relevant department student and the approval of the Department Internship Committee. The internship process is as follows:

(a) In order to enroll in the internship course, students must have attended and successfully completed the “Occupational Health and Safety” certificate program and submitted the certificate to the academic staff member responsible for the internship course.

(b) The relevant students shall notify the teaching staff responsible for the internship course at least one month before the internship date of the potential institution(s) they have made preliminary contact with for the internship. After the internship location is reviewed in terms of the relevant criteria, the Department Internship Committee will inform the applicant student whether it is suitable or not.

(c) The relevant students shall make the official application to the institution where they wish to undertake their internship themselves, using the internship application documents obtained from the teaching staff member responsible for the internship course, and shall submit the letter of acceptance for the internship received from the internship location to the teaching staff member responsible for the internship course as soon as possible.

(d) The internship acceptance letter must be signed by the senior official of the internship location and approved with the institution's stamp/seal. The internship location must also include any regulations and/or information notes that need to be specified from the institution's perspective in the internship acceptance letter.

(e) Relevant students pay the fee determined each year by the university senate and obtain the student internship file, which will be used for the follow-up and evaluation of the internship work, from the Student Affairs Office.

(f) The internship file shall contain: the internship logbook (Appendix 1), the internship record form (Appendix 2), a sealed envelope provided by ARUCAD for placing the internship record form, and the student internship evaluation form (Appendix 3).

(g) With the exception of the student internship evaluation form, the internship file, along with the other documents it contains, must be submitted by the student to the relevant authority at the workplace on the first day of the internship.

(h) h) Students participating in the internship are obliged to comply with the working rules of the internship location. The student shall be responsible for any consequences arising from failure to fulfil these obligations.

(i) The student undertaking the internship must keep the internship logbook up to date on a daily basis and have each page of the logbook checked and signed/stamped by the authorised representative of the unit to which they are assigned for the duration of the internship.

(j) Students undertaking internship work are obliged to produce visual and audio documentation demonstrating the duties/activities they have performed during the internship period. There must be at least three such documents.

(k) Upon completion of the internship, the student must submit the internship logbook, the internship record form completed by the internship supervisor (in a sealed envelope provided by ARUCAD, with the seal intact and the envelope completely sealed), the internship evaluation form prepared by the student, and the visual and audio documentation of the internship work to the faculty secretary in exchange for a signature, all contained in an envelope/file.

(l) The listed documents must be submitted in full within fifteen days following the commencement of education and training. Internship documents submitted after this date will not be considered for evaluation. In the event of a compelling reason, students who are unable to submit the relevant documents in full within this period must apply to the Department Internship Committee in writing, explaining their situation. Students who fail to complete the specified procedures will have their internship work deemed invalid.

CHAPTER FIVE
Assessment of the Internship and Processing of the Internship Grade

10. Assessment of the Internship and Processing of the Internship Course Grade:

(1) The Department Internship Committee shall form its opinion on the student's internship work using i) the internship logbook, ii) the internship record form, iii) the student internship evaluation form, iv) audio-visual documents demonstrating the internship work, and v) other means of evaluation submitted by the student to the faculty secretary. If deemed necessary, the Department Internship Committee may interview the student regarding their internship work, require the student to perform practical tasks, and request that the student correct and/or resubmit the necessary documents.

(2) For the student's internship to be considered successful, the "Assessment Score" on the Internship Record Form completed by the institution/organisation where the internship was carried out must be at least three out of five.

(3) The assessment of information and documents is carried out by the "Department Internship Committee". For the internship to be considered successful after being reviewed and evaluated by the Committee, the "Evaluation Score" given by the Committee must also be at least three out of five. The "Department Internship Committee" decides whether the student is successful or unsuccessful in their internship based on its evaluation, taking into account the "Evaluation Scores" given. A reasoned decision is written for students who are found to be unsuccessful in their internship. The internship work of students who fail to carry out the specified procedures correctly/truthfully on the specified date shall be deemed invalid.

(4) If, as a result of the review of the documents showing the internship work by the Department Internship Commission, it is determined that a student has tampered with the internship documents and attached documents or has prepared and submitted documents related to the

internship without having done the work, the necessary administrative and legal proceedings shall be initiated against that student.

(5) The student may lodge a written appeal with the Dean's Office against the decision of the "Department Internship Committee" regarding the evaluation of the internship within five working days following the date of the decision's announcement. The appeal shall be evaluated by the "Faculty Internship Committee" and decided upon by the Management Board.

(6) If the student is deemed unsuccessful in the internship, the internship shall be repeated under the same conditions.

(7) The internship information of students who successfully complete their internship shall be recorded on their "Grade Status Certificate" and forwarded by the Department Chair to the relevant Academic Advisor and the Dean's Office to be placed in the student's file along with other documents.

(8) During the graduation process, no internship course grade other than that specified in this regulation shall be required.

11. Exemption

For exemption, the relevant documents must be reviewed and approved by the Department Internship Committee and subsequently discussed and decided upon by the department board. The conditions for exemption are as follows:

(a) Students who can prove that they have completed an internship in their previous studies equivalent to the programme/department they are enrolled in, in accordance with or similar to the provisions of this regulation, or

(b) Students who can prove that they have completed at least one year of practical work in an organisation related to the programme/department they are enrolled in, shall be exempt from the internship course/internship work.

CHAPTER FIVE
Miscellaneous and Final Provisions

12. Cases Not Covered by the Regulation

In cases not covered by this Directive, the relevant provisions of other legislation, as well as the decisions of the Board of Trustees, the Higher Education Council (YÖK), the Higher Education Accreditation Council (YÖDAK), the Senate, the University Management Board, and other relevant committees shall apply.

13. Validity

This Directive shall enter into force on the date of its adoption by the ARUCAD Senate.

14. Execution

The provisions of this Regulation shall be implemented by the Rector of Arkın Creative Arts and Design University.

DOCUMENTS TO BE PREPARED FOR THE PROCEDURES MENTIONED IN THE REGULATIONS AND THEIR EXPLANATION

1. Internship File

***(a) Internship Booklet*:**

Intern details
Internship location details
Internship location supervisor details
Internship start and end dates and working pattern (full-time, part-time)
Daily work activities

(b) Internship Record Form:

Internship details
Internship location details
Internship location supervisor details
Conduct record (in the form of a rating based on clearly specified criteria)
Internship start and end dates and working pattern (full-time, part-time)
Internship attendance status
Overall level of professional knowledge
Overall level of professional skills
Level of task completion
Comments and performance assessment (pass/fail)

(c) Internship record form envelope (sealed)

(d) Student internship evaluation form:

The skills he has acquired, the professional knowledge he has learned, his experiences, his observations of the sector, and his professional observations of the workplace.

2. Tracking internship applications:

A list/form to be kept by the teaching staff member responsible for the internship course for each applicant (internship destination, internship location, internship supervisor, internship date/type, internship location approval/rejection, date, signature).

3. Internship application and acceptance form:

A letter template prepared on letterhead paper by the Faculty Dean's Office to be delivered to the workplace by the student, containing the student's identity and contact details, the programme and class they are enrolled in, and information regarding the requirement/request for an external internship, to be signed by the senior manager at the internship location and bearing the institution's stamp/seal. It specifies the student's identity information, the unit where they will carry out their internship, and the date range. It also includes any notes requested by the internship location.