ITU FACULTY OF COMPUTER AND INFORMATICS ENGINEERING ARTIFICIAL INTELLIGENCE AND DATA ENGINEERING DEPARTMENT INTERNSHIP PROCEDURE

GENERAL INFORMATION

1. Evaluations of the **Summer Internships** are done in the **following Fall semester** by means of a Ninova class under the **YZV401 course** that is **opened within the first two weeks of the following Fall semester**. All the students who created an internship record in their ITU Portal page will be added to this class **automatically**. The students that made a summer internship but have not been added to the class **after two weeks of the following Fall term** must contact with the internship committee. If the student is about to graduate, (s)he doesn't have to wait for the Fall semester, (s)he can contact with the internship committee just after completing the internship and ask for the early evaluation of the internship report.

2. If a student has **at least three full days** (i.e., days without any lectures), (s)he can do **in-term internship**s. Students who made an **in-term internship** must contact with the internship committee **after they completed their internships** for evaluation of their internship reports. They will not be added to a Ninova class automatically.

BEFORE THE INTERNSHIP

WARNING: When you decide on your internship days, don't forget that **official holidays are not counted within the internship days**. Internships **less than 20 days after excluding official holidays** will not be accepted. The summer internships must start after the end of the Spring semester and before the beginning of the Fall semester. Don't forget to check academic calendar of the related year before you decide on your internship days. **Summer internships** can not be done within the Spring/Fall terms.

1. Login to **portal.itu.edu.tr** and fill in your internship information **at least 15 days before** your internship starts.

2. Print out "**INTERNSHIP APPLICATION FORM**" (**EK-1 Form**) and follow the steps below **in order**:
    (1) **Authorized Person** in your internship company must sign the form.
    (2) **Internship Committee** must sign the form that is signed by **Authorized Person** in your internship company.
    (3) **Faculty Dean** must sign the form that is signed by the **Internship Committee**.
    (4) Upload the form signed by **Authorized Person, Internship Committee**, and **Faculty Dean** to **portal.itu.edu.tr**.

3. Complete the **Labor Safety Education**.

4. If you need "**Compulsory Internship Document**", apply to **ITU Registrar's Office**.

5. If you have questions regarding financial problems, apply to **Central Internship Unit.**

DURING THE INTERNSHIP

Upload the **Internship Start Document** (**EK-2 Form**) filled by your internship company to **portal.itu.edu.tr within 5 days** after you start your internship.

AFTER THE INTERNSHIP

1. Upload the **Internship End Document (EK-3 Form)** filled by your internship company to **portal.itu.edu.tr within 5 days** after you finish your internship.

2. Internship report will be uploaded to a Ninova class that will be opened **in the following Fall term** under **YZV 401 course**. You can write your report using the **Latex template** under **Course Resources** section of **YZV 401 Yapay Zeka ve Veri Mühendisliği Staj İşlemleri** course.

3. **Signed and Sealed Internship Approval Form** will be uploaded to the same Ninova class with the internship report. You can find the **Internship Approval Form** under **Course Resources** section of **YZV 401 Yapay Zeka ve Veri Mühendisliği Staj İşlemleri** course. **Table of Contents** sections of both the **Internship Approval Form** and the **internship report** must be the same.