

**T.C.**

**EGE UNIVERSITY**

**FACULTY of FISHERIES**

**35100 Bornova-IZMIR**

**INTERNSHIP NOTEBOOK**

**Student Number :**

**Student Name and Surname :**

PHOTOGRAPH

(Must be sticked)

**Student’s:**

Name and Surname :

Student Number :

Address :

Phone Number : /

**I.**

**Company Name of the Internship:**

Company Address:

Starting date of the internship: / /

Ending date of the internship : / / Duration:

Company Name of the Internship**:**

Company Official’s

Name and Surname :

Title and Signature :

**II.**

**Company Name of the Internship:**

Company Address:

Starting date of the internship: / /

Ending date of the internship : / / Duration:

Company Name of the Internship**:**

Company Official’s

Name and Surname :

Title and Signature :

**INTERNSHIP PRINCIPLES**

**1. TIME AND PERIOD**

Students give their petition forms to the office of student affairs of faculty between dates specified by internship commission. The internship to be held in the winter semester vacation is 10 working days, and the summer internship is 15 working days. In addition, the student can do the full summer internship during the summer vacation as 25 business days.

Students who plan to do internship abroad apply to student affairs with a petition between the dates determined by the internship commission. The students will find the internship places with their own possibilities and give the letter of invitation to the faculty student affairs with this petition. If the suitability of the overseas internship is approved by the commission, the student affairs committee starts the necessary procedures.

**2. PLACE AND APPLICATION**

**a)** The places where the internship of the students will take place shall be selected by the commission from the following institutions and organizations.

* Production facilities for marine, inland water and aquarium fish (except for pet shops)
* Fish vaccination and logistics companies,
* Fishing net manufacturing firms (Fishing net washing, repair, booling etc.),
* Places that trade fish and fishery materials,
* Aquaculture processing facilities,
* Fish meal factories,
* Trawlers and purse-seiners,
* Fish markets,
* Republic of Turkey Ministry of Food, Agriculture and Livestock and Provincial Directorates,
* The General Directorate of State Hydraulic Works (DSI in Turkish acronym) and Provincial Directorates,
* Ministry of Forestry and Water Affairs and Provincial Directorates,
* Water Products Cooperatives,
* Water Products Insurance Companies,
* Water Products Import-Export Companies,
* Ministry of Health Hygiene Institute Directorates,
* Related organizations of municipalities (Treatment facilities, analysis laboratories, etc.),
* Relevant education - training institutions (except for Ege University, Faculty of Fisheries),
* Companies engaged in marine, inland and environmental research,

Internships except for the above mentioned places are decided by the commission.

**b)** The application form which is required, should be signed by an officer of related internship organisations. This document, which is approved and stamped, is evaluated by the commission.

**c)** Students who will make a winter internship must submit their application documents by the end of the fall semester in accordance with the academic calendar determined every year. Students who will take the summer internship must submit the internship application documents approved by the institutions following the spring semester to the Student Affairs Office by the end of May.

**d)** Students enrolled in summer school are not taken into internship program.

**e)** The faculty internship committee meets at the end of the fall and spring semesters to evaluate student applications and disclose the results.

**f)** According to the schedules determined and announced by the internship committee, the students go to the internship institutions. In case of a valid excuse, the internship place can be changed by the commission.

**g)** For students who do not go to the internship establishment without an acceptable excuse, the procedure is done in accordance with the decisions of the internship committee.

**3. IMPLEMENTATION**

Before the student goes to the internship, the internship record book and internship evaluation form is taken from the unit directed by the faculty student affairs. The student carefully writes and approves the practices and activities carried out every day within the framework of the faculty of fisheries formation. This confirmation is done weekly. At the end of the internship, the establishment officer can fill out the internship evaluation form and send it by mail or courier in a closed envelope to the Student Affairs Chief of the Ege University Faculty of Fisheries 35100 Bornova / İzmir or give the documents to the student in signed and sealed envelope. At the end of the internship, the student submits the signed and approved internship book and the evaluation report about the establishment (written on the last page of the internship book) and submits to the Faculty Student Affairs Office by signaturing. The same procedure is used if the internship is conducted in two different institutions or at different times in the same institution. Students are supervised at least once by an instructor to be appointed by the internship commission at the internship institutions. The instructed instructor gives the supervision report to the internship commission.

**4. EVALUATION**

Students who complete the summer internship submit their internship books to the Faculty Student Affairs Chief for signature at the date determined and announced by the internship commission. After reviewing the internship reports, the internship evaluation forms and the supervising reports prepared by the teaching staff, the student is taken to the oral internship evaluation exam. If the internship is completed for two different establishments, evaluation is done separately. The Commission announces the outcome of the evaluation as "successful or unsuccessful". Students who fail at the end of the evaluation repeat the internship. The same internship principles are applied to Evening Education students.

|  |
| --- |
| Completed Job: Date: / /  (1th Day): |
| Completed Job: Date: / /  (2nd Day): |
| Completed Job: Date: / /  (3rd Day):   |  |  |  | | --- | --- | --- | | Date:  ……/…../20….. | Explanation: | Authorized Signature | |

|  |
| --- |
| Completed Job: Date: / /  (4th Day): |
| Completed Job: Date: / /  (5th Day): |
| Completed Job: Date: / /  (6th Day):   |  |  |  | | --- | --- | --- | | Date:  ……/…../20….. | Explanation: | Authorized Signature | |

|  |
| --- |
| Completed Job: Date: / /  (7th Day): |
| Completed Job: Date: / /  (8th Day): |
| Completed Job: Date: / /  (9th Day):   |  |  |  | | --- | --- | --- | | Date:  ……/…../20….. | Explanation: | Authorized Signature | |

|  |
| --- |
| Completed Job: Date: / /  (10th Day): |
| Completed Job: Date: / /  (11th Day): |
| Completed Job: Date: / /  (12th Day):   |  |  |  | | --- | --- | --- | | Date:  ……/…../20….. | Explanation: | Authorized Signature | |

|  |
| --- |
| Completed Job: Date: / /  (13th Day): |
| Completed Job: Date: / /  (14th Day): |
| Completed Job: Date: / /  (15th Day):   |  |  |  | | --- | --- | --- | | Date:  ……/…../20….. | Explanation: | Authorized Signature | |

|  |
| --- |
| Completed Job: Date: / /  (16th Day): |
| Completed Job: Date: / /  (17th Day): |
| Completed Job: Date: / /  (18th Day):   |  |  |  | | --- | --- | --- | | Date:  ……/…../20….. | Explanation: | Authorized Signature | |

|  |
| --- |
| Completed Job: Date: / /  (19th Day): |
| Completed Job: Date: / /  (20th Day): |
| Completed Job: Date: / /  (21th Day):   |  |  |  | | --- | --- | --- | | Date:  ……/…../20….. | Explanation: | Authorized Signature | |

|  |
| --- |
| Completed Job: Date: / /  (22th Day): |
| Completed Job: Date: / /  (23th Day): |
| Completed Job: Date: / /  (24th Day):   |  |  |  | | --- | --- | --- | | Date:  ……/…../20….. | Explanation: | Authorized Signature | |

|  |  |  |  |
| --- | --- | --- | --- |
| Completed Job: Date: / /  (25h Day):   |  |  |  | | --- | --- | --- | | Date:  ……/…../20….. | Explanation: | Authorized Signature | |

**T.C.**

**EGE UNIVERSITY**

PHOTOGRAPH

(Must be sticked)

**FACULTY OF FISHERIES**

**INTERNSHIP EVALUATION FORM**

**(Will be filled by the Establishment)**

**STUDENT’S:**

NAME AND SURNAME:

STUDENT NUMBER:

ADDRESS:

PHONE NUMBER:

SIGNATURE:

DATE:

INTERNSHIP COMISSION DIVISION/REGISTRAL OFFICE

The following fields should be filled up by the company where the internship program was completed. This form should be sent by mail in a sealed and signatured envelop. The closed envelope could also be given to the student to be delivered to the student affair office.

**COMPANY’S:**

NAME:

ADDRESS:

PHONE: FAX:

COMPANY OFFICIAL’S E MAIL:

NAME AND SURNAME:

TITLE:

**INTERSHIP’S:**

STARTING DATE:

FINISHING DATE:

TOTAL WORKING DAY:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| STUDENT’S | EXCELLENT 95-100 A | VERY GOOD  85-94 B | GOOD 75-84 C | NORMAL  65-74 D | PASS  60-64 E | FAILURE  50-59 FX | FAILURE  49-0 F |
| ADOPTATION OF WORKPLACE RULES |  |  |  |  |  |  |  |
| ADOPT THE JOB |  |  |  |  |  |  |  |
| CONTINUITY |  |  |  |  |  |  |  |
| COGNITION CAPABILITY AND SPEED |  |  |  |  |  |  |  |
| ABILITY OF RESEARCHING |  |  |  |  |  |  |  |
| GETTING ALONG WITH OTHER WORKERS |  |  |  |  |  |  |  |
| **GENERAL RESULTS** |  |  |  |  |  |  |  |

APPROVER

NAME & SURNAME:

TITLE:

SIGNATURE SEAL DATE

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NAME AND SURNAME:

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NAME AND SURNAME:

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**INTERSHIP’S:**

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FINISHING DATE:

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
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| ADOPT THE JOB |  |  |  |  |  |  |  |
| CONTINUITY |  |  |  |  |  |  |  |
| COGNITION CAPABILITY AND SPEED |  |  |  |  |  |  |  |
| ABILITY OF RESEARCHING |  |  |  |  |  |  |  |
| GETTING ALONG WITH OTHER WORKERS |  |  |  |  |  |  |  |
| **GENERAL RESULTS** |  |  |  |  |  |  |  |

APPROVER

NAME & SURNAME:

TITLE:

SIGNATURE SEAL DATE

**STUDENTS INTERNSHIP REPORT**

**(WINTER PERIOD)**

General information about internship organization, evaluation of knowledge and experience obtained during internship will be in detail about whether the internship is beneficial or not. Headings can be used according to the following schedule during the writing of the report.

**GENERAL INFORMATION ABOUT THE TRAINING INSTITUTION**

Working titles of the company, personnel and operating status, experiences, location, climate, transportation facilities etc.

**TECHNICAL LEVEL OF THE COMPANY, PRACTICES AND CONDITIONS, ECONOMIC ACTIVITIES AND STATUS**

**CONCLUSIONS AND RECOMMENDATIONS**

Whether the internship is generally useful or not, the things that need to be taken into account when the intern is sent once more, etc.

The report will be signed by the student and the date should also be written.

**STUDENTS INTERNSHIP REPORT**

**(SUMMER PERIOD)**

General information about internship organization, evaluation of knowledge and experience obtained during internship will be in detail about whether the internship is beneficial or not. Headings can be used according to the following schedule during the writing of the report.

**GENERAL INFORMATION ABOUT THE TRAINING INSTITUTION**

Working titles of the company, personnel and operating status, experiences, location, climate, transportation facilities etc.

**TECHNICAL LEVEL OF THE COMPANY, PRACTICES AND CONDITIONS, ECONOMIC ACTIVITIES AND STATUS**

**CONCLUSIONS AND RECOMMENDATIONS**

Whether the internship is generally useful or not, the things that need to be taken into account when the intern is sent once more, etc.

The report will be signed by the student and the date should also be written.