FACULTY OF BUSINESS ADMINISTRATION
SUMMER PRACTICE APPLICATION & EVALUATION PROCESS

Summer Practice Coordinators will hold an information meeting in March for those students who will have their summer practices. The date and the place of the meeting will be announced via e-mail.

Starting date of the summer practice should be set after the end of the Spring Semester which follows your completion of the prerequisite courses, and 6 semesters. The end date should be set before you begin the Fall Semester. Those students who attend the Summer School can start their summer practices after the end of the Summer Semester.

Students will find the companies where they will do their summer practice themselves.
When you decide for the company, you should fill in the Company Description Form and get it approved by the Faculty.

You should take Summer Practice Approval Form from the company and submit it together with your Summer Practice Notification Form to the Faculty two weeks before you start your summer practice. Then the Faculty sends a request to the Financial Affairs Unit to start the procedures for the compulsory Work Accidents and Occupational Disease Insurance for the period stated in the Summer Practice Notification Form. When the Financial Affairs Unit sends the Faculty the Social Security Declaration (SGK İşe Giriş Bildirgesi), you will be given be a sealed / back-stamped / signed envelope which includes the Supervisor Summer Practice Evaluation Form with a cover letter in it.

When starting your summer practice,
• Examine the content of the Summer Practice Report, and the Student & Supervisor Evaluation Forms. Be informed about what we expect from you in your summer practice.
• Forward the Supervisor Evaluation Form to the manager of the department/unit you will be working for and ask him/her to fill it by the end of your summer practice.

Upon completion of your summer practice,
• Get the envelope back from your manager in sealed / back-stamped / signed form.
• Fill in the Student Summer Practice Evaluation Form.
• Write your report following the content and format requirements provided in the web.
• Add the MAN 399 coded Summer Practice course in the Fall Semester following your summer practice.
• Submit your Report, together with the Supervisor Evaluation Form and the Student Evaluation Form to the Faculty in the third Monday of the Fall Semester.

Evaluation
• All forms and reports will be graded by the faculty.
• In case you get a revision for your report, you will be given an extra 15 days to revise and resubmit it.
• Grades for the summer practice course will be entered into the system and announced together with the grades of the other courses at the end of the Fall semester.