

## COMM 300 INTERNSHIP COURSE PRINCIPLES

1. All students who have completed 68 credits must participate in the COMM 300 Internship course offered in the first semester of the third year. Only based on the decision made by the Department Board, students in the Double Major programs and Irregular students have the right to enroll in the course during the Spring or Summer semesters in order to avoid any difficulties due to the intensity of the course schedule. Students with the specified conditions are required to choose COMM 300 in the Spring semester and submit the relevant petitions to the Department Secretariat.
2. The compulsory internship practice within the scope of COMM 300 Internship course consists of 42 working days (14 weeks x 3 working days = 42). The internship days are set as Monday-Tuesday-Wednesday; on the other days (Thursday-Friday) students will attend their classes at Yeditepe University Kayışdağı campus.
3. The intern will be under the supervision of the Faculty of Communication at Yeditepe University during the internship period. This supervision may occur through information obtained from the institution regarding the intern's job responsibilities or through a visit by a coordinator assigned by the intern's relevant department (ADV, JRN, PRP, RTC, or VCD). Institutional visits may also be conducted by a different faculty member in the department, with the knowledge and permission of the Dean's Office and the Department Chair."
4. The intern, as a representative of Yeditepe University, Faculty of Communication, is required to demonstrate honesty, courtesy, a willingness to learn, and collaborative behavior, to arrive on time, and to wear appropriate attire for the workplace.
5. The intern is obliged to comply with the rules, practices and procedures of the organization where he/she works.
6. The intern cannot leave his/her internship institution or start working in another institution without informing the coordinator of the his or her department in writing (e-mail or petition).
7. Transportation to and from the internship institution is the responsibility of the intern.
8. The intern is obliged to submit the internship notebook to the department's Internship Coordinator at the end of the semester in which he/she is enrolled in COMM 300 Internship course. The internship notebook is a day-by-day written document that includes the work done, the liked/disliked aspects of these works, observations and lessons learned. The internship notebook will be kept in the archive of the relevant department at Yeditepe University, Faculty of Communication
9. The intern must not share any confidential or technical information related to the institution which for he or she works, either during the internship period or after its completion, with any individual or institution.
10. Absences during the compulsory internship will only be accepted if it is documented with a medical report. In this case, the insurance must be extended in order to compensate for the absence and to complete 42 working days. Regarding this matter, it is necessary to apply to the department secretariat and internship coordination office.

11. Students are advised to find the institutions where they will do their internships by themselves. However, the institution and the department they will work in must be approved by the Internship Coordinator of their department. Students who encounter difficulties in finding an internship should contact the Department Internship Coordinator. Relevant guidance will be provided by the department and/or our university's Career Office.
12. Students are obliged to complete their insurance procedures at the school no later than 15 days before starting their internship.
13. At the end of the internship, students are obliged to submit all documents to their departments. Otherwise, grading will not be done.
14. The internship is for educational purposes and does not guarantee employment as a part- or full-time employee in the institution.