## **Voluntary Summer Internship Forms**

# WORKFLOW FOR STUDENTS ACCEPTED FOR INTERNSHIP THROUGH THE CAREER GATE SYSTEM

Students who are accepted for a voluntary summer internship through the Presidency Human Resources Office Career Gate platform must prepare the documents listed below and submit them to the Nursing Department Secretary (Gülşah YAZICIOĞLU).

#### **Required Documents:**

- **1.** A document showing that the student has been accepted for a summer internship via the Career Gate system.
- 2. It must be signed in three (3) copies. One copy remains with the internship institution (employer), one with the faculty, and one with the student.
- 3. "Voluntary Summer Internship Form (UPDATED)" with wet signature It must also be signed in three (3) copies. One copy remains with the internship institution (employer), one with the faculty, and one with the student.
- a) Note: The student must obtain signatures on all three copies of the "Voluntary Summer Internship Form" from the Department Head, Vice Dean, themselves, and the institution where the internship will take place (employer).
- 4. The student must submit all documents to the faculty secretary at least two weeks prior to the start date of the internship.

Note: For the "Occupational Health and Safety Certificate," you can use the training provided on Yetenek TV: <a href="https://ytnk.tv/">https://ytnk.tv/</a>

#### DOCUMENTS TO READ

- 1. Internship Mobilization Implementation Directive
- 2. National Internship Program Report

### **ATTACHMENTS**

- 1. Internship Agreement
- 2. Voluntary Summer Internship Form (UPDATED)

For consultation on this matter, you can contact the career committee of our department.

#### **Career Committee**

Chair: Asst. Prof. Dr. Şenay ŞENER

Member: Asst. Prof. Dr. Nesibe KÜTAHYALIOĞLU

Member: Asst. Prof. Dr. Ayşegül OKSAY ŞAHİN