



INTERNSHIP RULES AND REGULATIONS

INTERNSHIP OBJECTIVES

THM 300

- Familiarizing students to the work environment,
- Providing students with the opportunity to apply acquired theoretical knowledge to real working life situations,
- Developing skills of fulfilling required tasks in a timely and complete manner,
- Acquire the ability to communicate effectively with colleagues, managers and guests.

THM 310

- Providing students with the opportunity to apply acquired theoretical knowledge to real working life situations,
- Using theoretical knowledge, acquire the skills to evaluate the various tasks taking place in the workplace,
- Developing skills of fulfilling required tasks in a timely and complete manner,
- Gain the ability to adapt to new work environments,
- Acquire the ability to communicate effectively with colleagues, managers and guests.

A. INTERNSHIP APPLICATION PROCESS:

1. Only students meeting prerequisites determined by Department Chairmanship are allowed to conduct their THM 300 Summer Internship and THM 310 Semester Internship.
2. Following announcements made by Faculty Internship Coordinator, students shall, through filling and signing related Application Forms, apply for their internships. Students who fail to apply on time will not be included for the internship placement process.
3. Faculty Internship Coordinator will place students in internship locations approved / found appropriate by the Department.
4. According to Article 5, paragraph b of the Social Security and General Health Insurance Law No. 5510, students, during their internships, must be insured against work accidents and occupational diseases. Bilkent University secures this insurance for all internships. This social security registration is not valid for internships abroad.
5. Students, planning to conduct their internships abroad, have to complete all necessary legal procedures by themselves. Before travelling to internship destination, students shall submit to Faculty Internship Coordinator official documents such as residence and work permit, copies of round-trip flight tickets, written acceptance document issued by internship location as well as full coverage health insurance documents valid for the whole internship period. Moreover, after the internship ends, students shall submit to Faculty Internship Coordinator copies of entry-exit passport pages stamped by official authorities. If any of those documents is missing, the internship will be deemed invalid.



B. ELIGIBILITY OF INTERNSHIP COMPANIES:

1. Summer and Semester Internships shall be conducted at 5 star hotels (preferably chain hotels), A-group travel agencies, and airline companies as well as at Turkish Ministry of Culture and Tourism.
2. Students cannot conduct their internships at companies managed / owned by close relatives or friends, where an objective evaluation of the student will not be possible.
3. Students cannot conduct their internships at companies with less than 10 employees.

C. DURING INTERNSHIP:

1. Internships are to be conducted in the same workplace and without interruption.
2. **a.** There is no vacation time permitted during internship, except for weekend off days. In case of an emergency situation, student can be allowed for a leave after notifying the Faculty Internship Coordinator, getting approval from internship location and finally getting approval from Department Chairmanship. In any case, such a leave cannot exceed 3 days (during the whole internship period) and shall be added at the end of the internship calendar as makeup.
b. In case of illness, leave is possible if supported by report in accordance with Bilkent University health report principles (<https://w3.bilkent.edu.tr/www/saglik-merkezi-ogrenci-saglik-raporu-uygulama-esaslari/>). Leave days, due to illness, shall be added at the end of the internship as makeup.
3. Trainees have to comply with the work ethics and rules of the work place (dress code, working hours, confidentiality issues, etc.).
4. Trainees are supposed to work on a full-time basis. During the internship, students will be contacted by phone to check their actual attendances. If, during such controls, the student is found absent from work, internship can be terminated and deemed invalid.
5. Changing the place of internship: During the internship, if unexpected negative situations occur; upon the request of work place or student, the latter can be placed at another training location. For that, Faculty Internship Coordinator has to be informed, after which Department Chairmanship will conduct necessary investigation and, if student is found to be aggrieved, a new placement will be conducted.
6. Termination of the internship: As a result of the investigation taken place referred to in Article C, Paragraph 5, if trainee is found to be at fault, the internship will be terminated. In this regard, related student will be given "U" grade for THM 300 Summer Internship / "F" grade for THM 310 Semester Internship.



D. INTERNSHIP DOCUMENTS:

1. Before the start of the internship, students have to prepare and submit official documents requested by the work place (ex. Official residence address).
2. In order for a student to be given a letter grade for his / her training, he / she have to submit the following required documents, until the date announced by the Faculty Internship Coordinator,:
 - a. Internship Dossier: Student has to fill and sign all pages pertinent to effective days worked during the internship. The internship dossier shall further be signed and sealed by work place supervisor.
 - b. As for internships abroad, required documents are specified in Article A, paragraph 5.

E. THM 300 SUMMER INTERNSHIP (0 Bilkent Credits, ECTS 8)

1. Duration of the THM 300 Summer Internship is 60 work days. It is undertaken between dates announced by the Faculty Internship Coordinator. This period can be extended till the start of the fall semester, upon the consent of both the intern student and the company; Social Security insurance is provided by the University for this extension (except for internships abroad).
2. Students can register to maximum 1 (one) summer school course, with the THM 300 Summer Internship. For this, the company's approval is necessary. Students take leave of absence from the company to attend summer school lectures and these periods are added at the end of the internship (as additional work days) for makeup.
3. For students who will join Erasmus or an other exchange program, starting and ending dates of THM 300 can be changed.
4. Eligibility for THM 300: For students who started the THM department during a Fall Semester: having studied minimum 4 semesters in the Department; for students who started the THM department during a Spring Semester: having studied minimum 3 semesters in the Department.
5. Students who have completed their summer internships without any discrepancies and having the Internship Dossier filled, will be assigned "S"atisfactory grade. Students who have not fulfilled the internship requirements will receive "U"nsatisfactory and will repeat the internship next year. THM 300 course will be loaded to the students' registration records during the Fall semester following the internship months.

F. THM 310: SEMESTER INTERNSHIP (9 Bilkent Credits, ECTS 20)

1. The THM 310 Semester Internship is a full-time work experience encompassing 14 consecutive weeks (one full academic semester). THM 310 starts at the first day of the Semester, and finishes at the last day of the same semester. It continues without breaks and does not follow the University's own break calendar (e.g. spring break). However, within the semester, if there is any Religious Holiday/National day or any company related breaks, students take those breaks as allowed by the company and those kind of leaves will not be added to the internship calendar for makeup. However, if the student takes any leaves (see Article C.2) or health reports, those leave of absences are added to the end of the internship calendar for makeup.



2. For students who will join Erasmus or any other exchange program, starting and ending dates of THM 310 can be changed.
3. Students on THM 310 Semester Internship, pay half of the semester tuition fee. It is possible to register to one more course with THM 310 Semester Internship by paying the full tuition fee. Student's missing work hours to attend lectures (including transportation time and exam allocations) will be added to the end of the internship (as additional work days) for makeup.
4. Eligibility for THM 310:
Students has to fulfill the below conditions to apply for THM 310 Semester Internship;
 - a. Having succesfully completed all first and second year THM curriculum courses except for TURK XXX, HIST XXX, GE 100, GE 250 and GE 251,
OR
Having successfully completed all first year THM curriculum courses except for TURK XXX ve GE 100 AND completed minimum 63 Bilkent credits;
 - b. Having completed THM 300 Summer Internship;
 - c. Having studied minimum 5 academic semesters in the THM Department;
 - d. Having a minimum 1.80 CGPA and the end of the preceeding semester of THM 310 Semester Internsip.
5. Students who meet the eligibility criteria can undertake THM 310 during the Spring Semester of the third year.
6. THM 310 can not be undertaken during the last semester of THM study.
7. Students are monitored by a faculty member during their THM 310 Semester Internship. To calculate the letter grade of the internship, assesment tools announced in the THM 310 syllabus is used. Students upload assessment documents via MOODLE, until the announced deadlines.