



Faculty of Business Administration

MAN 399 - Summer Practice Course Application and Evaluation Guidelines

Eligibility

- Faculty of Business Administration students must complete a Summer Practice for a minimum of 20 consecutive business days (excluding official holidays).
- To be eligible for the summer practice, students should have taken MAN 213 (Principles of Financial Accounting) and MAN 262 (Organizational Behavior) and should have successfully completed two out of the following four courses: Man 321 (Corporate Finance), Man 335 (Fundamentals of Marketing), Man 341 (Production Management) and Man 361 (Organization Theory).
- The summer practice should occur between the last day of the Spring Semester and the first day of the Fall Semester.
- In April, the summer practice faculty coordinator will hold an information session about the summer practice course. Students will be notified about the details of this meeting.

Application

- Students are expected to arrange the internships for the summer practice on their own.
- After deciding on a company, students should fill out the Company Description and Approval Form and send it to the undergraduate program coordinator (manintern@bilkent.edu.tr) for approval.
- Then, students should get their internship supervisors to complete Summer Practice Acceptance Form (Staj Kabul Formu) and get it officially stamped and signed by a manager with the authority to approve the summer practice.
- Students need to ensure that the Summer Practice Approval form is submitted at least two weeks before the start date of summer practice and no later than the final deadline announced for that year.
 - For example, if a student wants to start the summer practice on July 1st, then s/he needs to submit the Summer Practice Approval Form by June 15th, two weeks before the first day of the internship.
 - Or, if a student wants to start the summer practice on August 15th, they need to submit the form by July 15th, which is the final deadline for submitting the Summer Practice Approval form.
- Meeting these deadlines is essential for ensuring the SGK documentation is ready on time. If the student fails to meet these deadlines, they cannot start the internship on time or cannot do the summer practice at all.
- Company Description and Approval Form and Summer Practice Approval Form should be submitted as an email attachment to: manintern@bilkent.edu.tr . The subject of the email should include your Bilkent student ID number followed by the name of the form (e.g., 123456789_Company description and approval form)

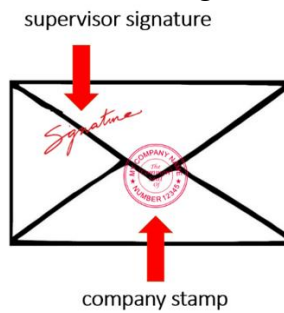
SGK Documentation and Starting the Summer Practice

- Per Article 5b of the 5510 Social Security and General Health Insurance Law, Work Accidents and Occupational Disease Insurance is paid for each student for compulsory summer practice. To complete the insurance procedures on time, students must submit the Summer Practice Acceptance Form to the Faculty at least two weeks before the first day of the summer practice OR before the deadline announced for that year, whichever comes first.
- SGK documentation will be available on e-devlet two business days before the internship start date. You must check this document two business days before your start day and ensure the information is accurate.
- To access SGK documentation
 - Log in to your e-devlet account
 - Search for "Sosyal Güvenlik Kurumu/4A İşe Giriş Çıkış Bildirgesi"
 - Click on "Belge Oluştur" and download the document
 - Take it with you to the company on your first day
- Start your internship and keep weekly notes!

Completion of the Summer Practice

Upon completion of the summer practice:

- After you complete the internship, you need to get your supervisor to complete the "Supervisor Evaluation Form."
- There are three options to deliver this form:
 - In-person delivery of the signed/sealed envelope to Ms. Fulya Akmut. If you choose this option, please note that the envelope the form is in must be signed and sealed, as shown in the figure below.



- Your supervisor may email the form from a designated company email address to manintern@bilkent.edu.tr.
- Your supervisor may post the form to:

Fulya Akmut
Bilkent Üniversitesi Merkez Kampüs
İşletme Fakültesi Binası
Kat:2, Ofis No: MA-216
Bilkent/Ankara

- Ensure you are registered for the MAN 399 – Summer Practice course during the Fall semester registration period!
- Attend MAN 399 – Summer Practice course Information Session during the second week of classes.

Check your Bilkent emails regularly as to when/where this session will be!

- Please note that you must write a summer practice report and complete a student evaluation form as partial requirements to receive a satisfactory grade from MAN 399. You can find guidelines and rubrics for the report on our website (<http://fba.bilkent.edu.tr/programs/undergraduate/ug-summer-practice/>). The deadline to submit the required documentation is usually in the third week of classes, but make sure to attend the information session for specific dates/requirements for that year!

Special note for students who are on an exchange program:

If you are away for ERASMUS in the Fall (or currently are), all the deadlines and deliverables are still applicable!

Check your Bilkent emails regularly for updates, deadlines, etc.