



## Faculty of Business Administration

### MAN 399 Summer Practice Course

### Summer Practice Application and Evaluation Process

#### Application Process

- Faculty of Business Administration students are required to do a Summer Practice for a **minimum of 20 consecutive business days** (except official holidays). In order to be eligible for the summer practice, students should have taken the prerequisite 2nd year courses of **MAN 213** (Principles of Financial Accounting) and **MAN 262** (Organizational Behavior), and should have successfully completed **two** out of the following four 3rd year courses: **Man 321** (Corporate Finance), **Man 335** (Fundamentals of Marketing), **Man 341** (Production Management) and **Man 361** (Organization Theory)
- The summer practice should take place between the last day **of the Spring Semester**, and the first day of **the Fall Semester**.
- Summer practice faculty coordinators will hold an **information meeting** about the summer practice course in **April**. Students will be notified about the details of this meeting.
- Students are expected to arrange companies for their summer practice **on their own**.
- After students decide on a company, first, they should fill out the **Company Description and Approval Form** and bring it over undergraduate program coordinator for approval.
- Then, students should take the **Summer Practice Acceptance Form (Staj Kabul Formu)** to their companies and get it officially stamped and signed by a manager who has the authority to approve their summer practices.

- Students need to submit their Summer Practice Approval form **at least two weeks before** they start their summer practice and by no later than July 15th in any case.
  - For example, if a student wants to start his/her summer practice on July 1st, then s/he needs to submit the Summer Practice Approval Form by June 15th the latest—which is two weeks before his/her summer practice starts. Or, if a student wants to start his/her summer practice on August 15th, then s/he needs to submit the form by July 15th the latest—which is the final deadline for submitting the Summer Practice Approval form.
- These deadlines are important for getting the mandatory social security declaration. Unless students meet these deadlines, they cannot **start** their summer practice on time, or cannot do their summer practice at all.

### Getting Insured and Starting the Summer Practice

- In accordance with the Article 5b of the 5510 Social Security and General Health Insurance Law, Work Accidents and Occupational Disease Insurance is applied for each student for the period of compulsory summer practice of one month. In order to complete the insurance procedures on time, students are required to submit their **Summer Practice Acceptance Form** to the Faculty **at least two weeks before** the start of their summer practice and -in any case- before **July 15th**.
- After the Associate Dean approves the summer practice of the student on the Company Description Form, 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 Approval Form. Financial Affairs Unit then sends the Faculty the **Social Security Declaration (SGK İşe Giriş Bildirgesi)** for the student and a copy of the declaration is placed on the student's file. The student has to pick this document from the Faculty and forward this declaration form to the company.

### Upon completion of the summer practice

Upon completion of the summer practice, students need to deliver three documents to their faculty:

1. When the students complete their summer practice, they will ask their supervisor to fill out the **Supervisor Evaluation Form** and deliver it to the Faculty in a **sealed / back-stamped / signed** form. Since the supervisor's evaluations affect the student's grade, unstamped and unsigned envelopes will NOT be accepted.

2. Students are also required to fill out the *Student Evaluation Form (Öğrenci Staj Değerlendirme Formu)* themselves and deliver it to the Faculty after the completion of their summer practice.
  3. Students are required to write a *Summer Practice Report* following the content and format requirements provided on the web.
- Students should add the MAN 399 coded Summer Practice course in the **Fall semester following their summer practice.**
  - Deadline for submitting the *Summer Practice Report*, the *Supervisor Evaluation Form* and the *Student Evaluation Form* is **the third Monday of the Fall Semester.**

### **Evaluation Process**

- The grading of this course is made up of two components: 70% report and 30% supervisor evaluation.
- Summer Practice Reports will be evaluated by the Faculty. The *Report Grading Rubric* is presented on our web site.
- In case the evaluator decides that the report needs revision, the student will be given an extra 15 days to revise and resubmit his/her report.
- Students will get Satisfactory/Unsatisfactory grade from the course **at the end of the semester.** The students who get Unsatisfactory from the course must re-do their summer practices following the same process.