



MAN 399

Summer Practice

Information Session



Your contact people at Bilkent FBA

MAN 399 Faculty Coordinator

Itır Göğüş

MA-324

manintern@bilkent.edu.tr

Undergraduate Program Coordinator

Fulya Akmut

MA-216

manintern@bilkent.edu.tr



Eligibility

When you start the internship, you need to have successfully completed

MAN 213 (Principles of Financial Accounting)

MAN 262 (Organizational Behavior)

AND

2 out of the 4 following courses

MAN 321 (Corporate Finance)

MAN 335 (Fundamentals of Marketing)

MAN 341 (Production Management)

MAN 361 (Organization Theory)



For how long?

At a minimum...

20 consecutive business days

Holidays that fall on weekdays (e.g., Kurban Bayramı, 15 Temmuz, 30 Ağustos)

or

weekends (i.e., Saturdays & Sundays)

ARE NOT business days!



Important

You can complete the internship in two different formats:

1. On-site, face-to-face for 20 business days

OR

2. Hybrid (remote/online)

Hybrid internships will only be allowed if:

- At least 50% of employees on similar posts must be working remotely/online at the company.
- You must work at least 50% (10 business days out of 20) of your time on-site, working face-to-face.



The process

Find a suitable company



Company description and approval form



Summer practice approval form



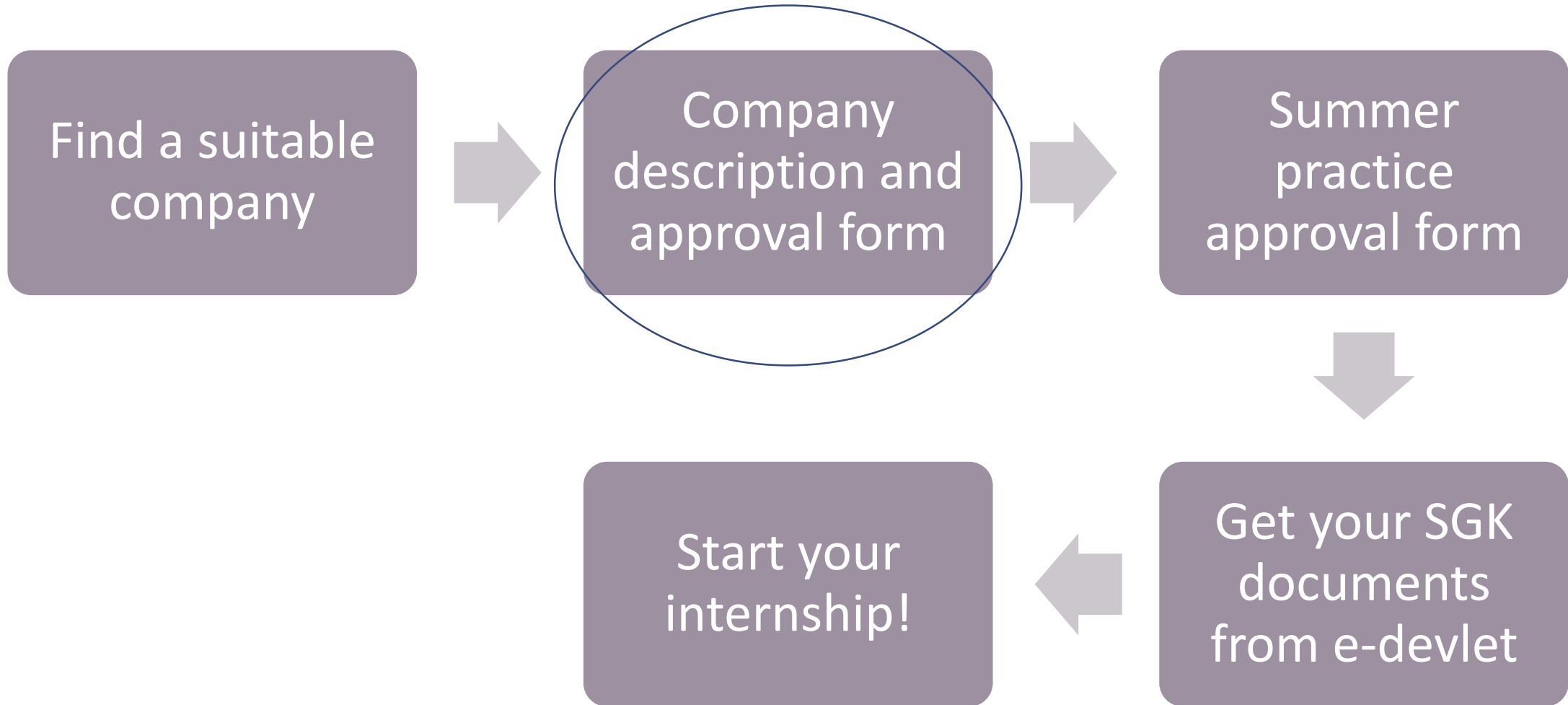
Get your SGK documents from e-devlet



Start your internship!



The process



The process



The Summer Practice is a **required course at the Faculty of Business Administration** that aims to help students:

- Apply their theoretical knowledge in a real business setting.
- Develop their abilities and skills.
- Gain experience in business life.
- Recognize functioning of institutions.
- Make observations on the tasks they will undertake in the future.
- Gain experience in management-employee relations.

Below you can find the relevant forms and documents...

The Application and Evaluation Process

- The Application and Evaluation Process
- Flowchart

Application Forms

- [Company Description and Approval Form](#)
- [Staj Kabul Formu \(TR\)](#)
- [Summer Practice Acceptance Form \(ENG\)](#)

Summer Practice Report

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- [Report Grading Rubric](#)
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Summer Practice Faculty Coordinator

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Date: ___/___/___

To the Dean's Office
Bilkent University Faculty of Business Administration:

I hereby declare my intention to complete my mandatory summer practice in the company/institution described below between ___/___/___ and ___/___/___.

(Signature)

To help us establish your eligibility for mandatory summer practice, please circle the courses that you have **successfully completed** at the time of this application:

MAN 321 MAN 335 MAN 341 MAN 361

STUDENT

Name and Last Name	
Bilkent ID #	
Mobile Phone Number	
E-Mail	

COMPANY/INSTITUTION

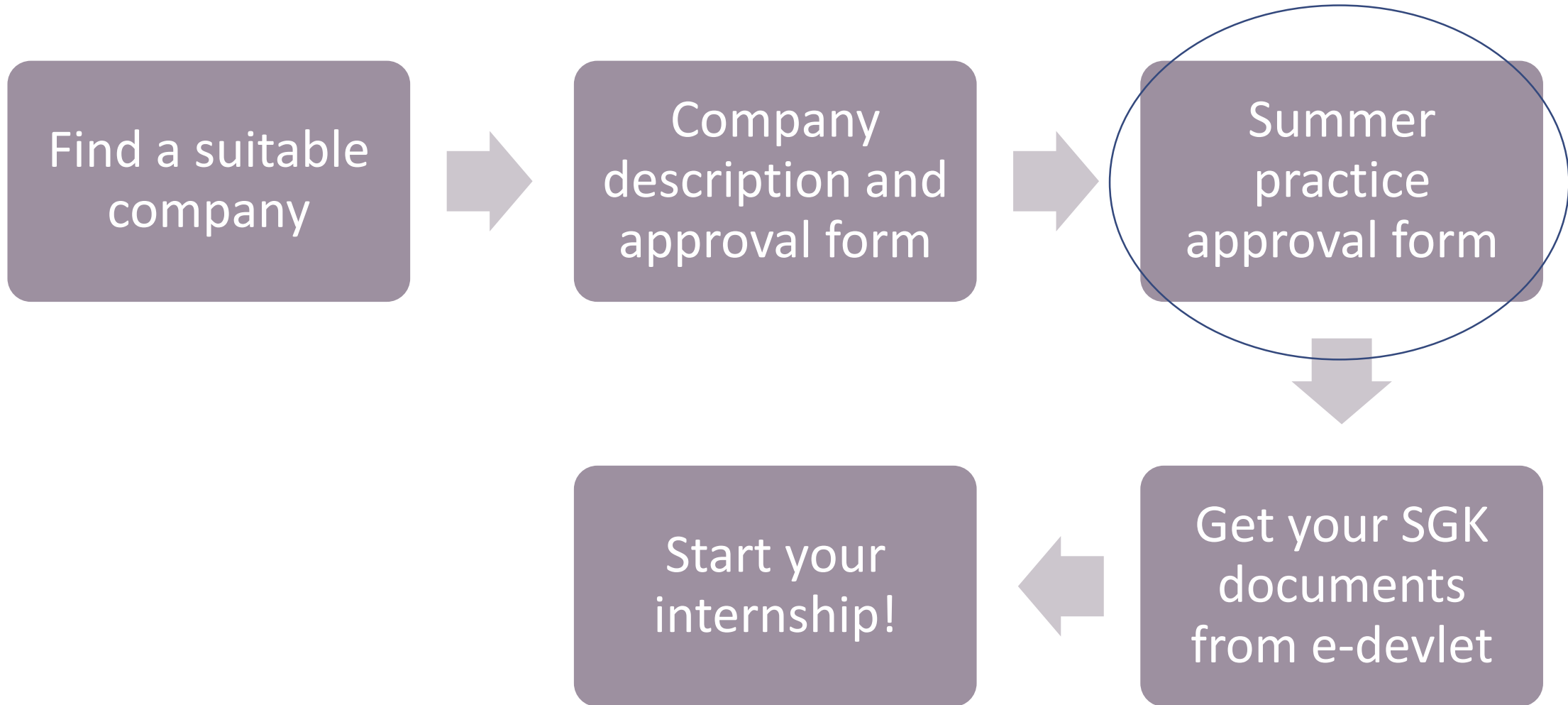
Name	
Website	
Year of establishment	
Number of employees	
Industry	
Department/unit practice will take place	
Office address where the practice will be completed	
Staj Türü	<input type="checkbox"/> Face-to-face
	<input type="checkbox"/> Hybrid (Hybrid internship will be accepted on the condition that it meets both of the criteria below.) - At least 50% of employees on similar posts should be working remotely/online at the company/institution. - Students must work at least 50% (10 work days out of 20) of their time face-to-face in the office.

The process

- It is your responsibility to check (within 2 business days) if your Company Description Form is approved.



The process



The process



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 **BİLKENT ÜNİVERSİTESİ**
İŞLETME FAKÜLTESİ
MAN 399 – YAZ STAJI DERSİ
Firma Stajyer Kabul Formu

Tarih ____/____/____

Sayın İlgili,

Bilkent Üniversitesi İşletme Fakültesi adına _____ öğrenci numarasıyla kayıtlı _____'in/20.. ile/20.. tarihleri arasında kurumunuzda staj yapmasına olanak verdiğiniz için çok teşekkür ederiz.

Öğrencimizin stajının zorunlu staj dersimiz kapsamında geçerli olabilmesi için minimum 20 tam iş gününü kapsamı gerektiğini hatırlatmak isteriz. Süreç ile ilgili SGK sigorta işlemleri Üniversitemiz tarafından yürütülecek ve ilgili belgeler öğrencimiz tarafından size staj başlangıcında iletilecektir.

Herhangi bir sorunuz olması durumunda manintern@bilkent.edu.tr adresinden bizimle iletişime geçebilirsiniz.

Saygılarımızla,

STAJ YAPILACAK KURUM

Adı	
Kuruluş tarihi	
Web sayfası	
Faaliyet alanı	
Personel sayısı	
Staj yapılacak birim	
Stajın yapılacağı adres	
Staj Türü	<input type="checkbox"/> Yüz yüze <input type="checkbox"/> Hibrit (Aşağıda yer alan her iki kriterleri sağlıyor olması koşulu ile kabul edilecektir) -Benzer görevlerde bulunan çalışanların en az %50'si şirkette/kurumda uzaktan/çevrimiçi çalışıyor olmalıdır. -Öğrenciler, staj sürelerinin en az %50'sini (20 iş gününden en az 10 iş günü) tüm gün fiziksel olarak ofiste geçirmelidir.

FORMU DOLDURAN YÖNETİCİ

Adı soyadı	
Birimi ve ünvanı	
Telefonu	
E-posta adresi	
İmzası ve kurum kaşesi	

The process (Summer)

Important!!!

The “Summer Practice approval form” needs to be submitted at least two weeks before the summer practice starts

AND the final deadline is July 14, 2023, 5:00 p.m.

Submissions after this date will not be accepted.

Internship start date	Deadline to submit the approval form
July 14, 2023	June 30, 2023 (2 weeks before)
August 14, 2023	July 14, 2023 (NOT July 31, 2023)



The process (Summer)

“Company description and approval form”
and “Summer Practice approval form” should be submitted as an
e-mail attachment to:

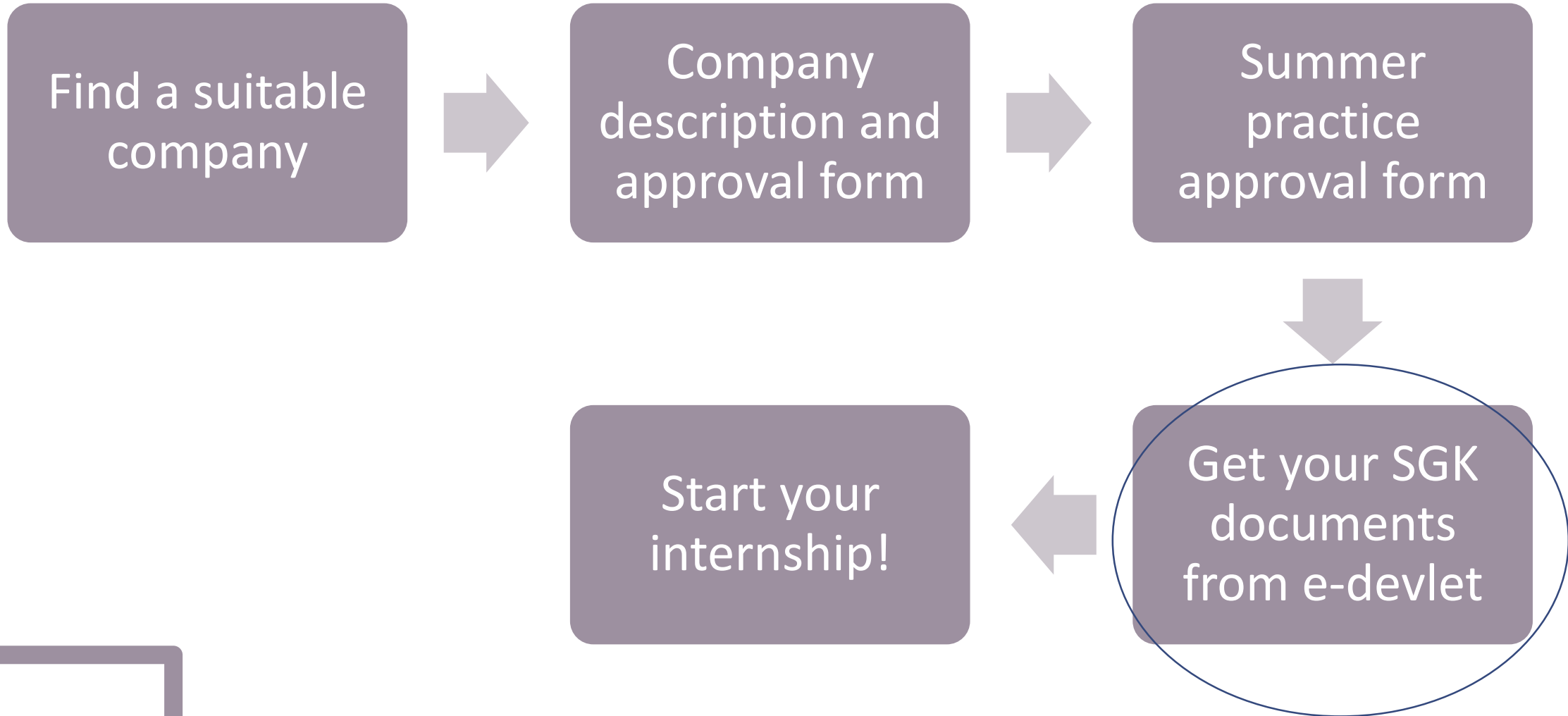
manintern@bilkent.edu.tr

The subject of the email should include your Bilkent student ID
number followed by the name of the form

e.g. 95017850_Company description and approval form



The process



The process (Summer)

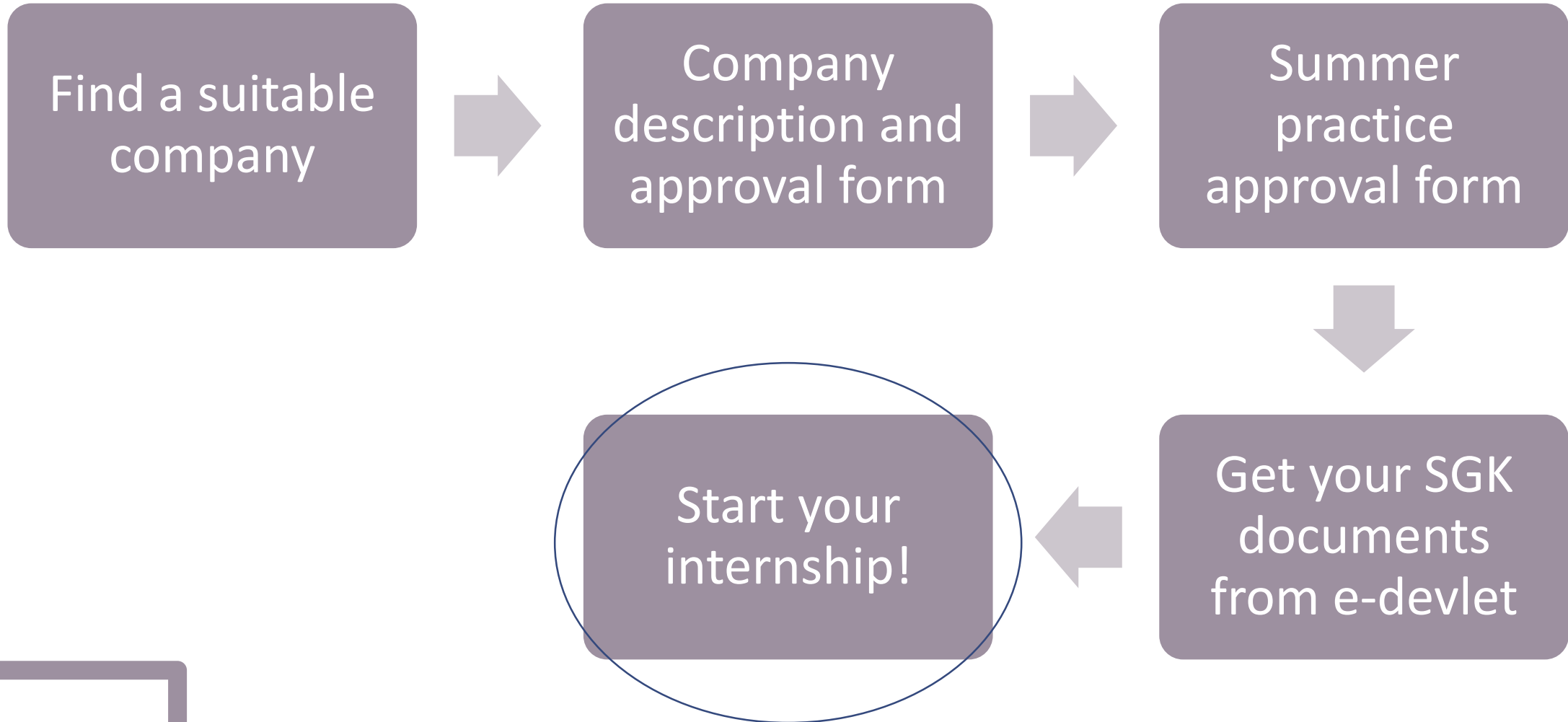
To access your SGK document

1. Log in to your e-devlet account
2. Search for “Sosyal Güvenlik Kurumu/4A İşe Giriş Çıkış Bildirgesi”
3. Click on “Belge Oluştur” and download the document
4. Take it with you to the company on your first day

The document will be available on e-devlet 2 business days prior to your internship start date



The process



The process (Summer)

Start your internship!

Keep weekly notes...

At the completion of the internship, make sure to get your supervisor to complete the “Supervisor Evaluation Form”

!!! The envelope the form is in needs to be signed and sealed!!!!



The process (Summer)



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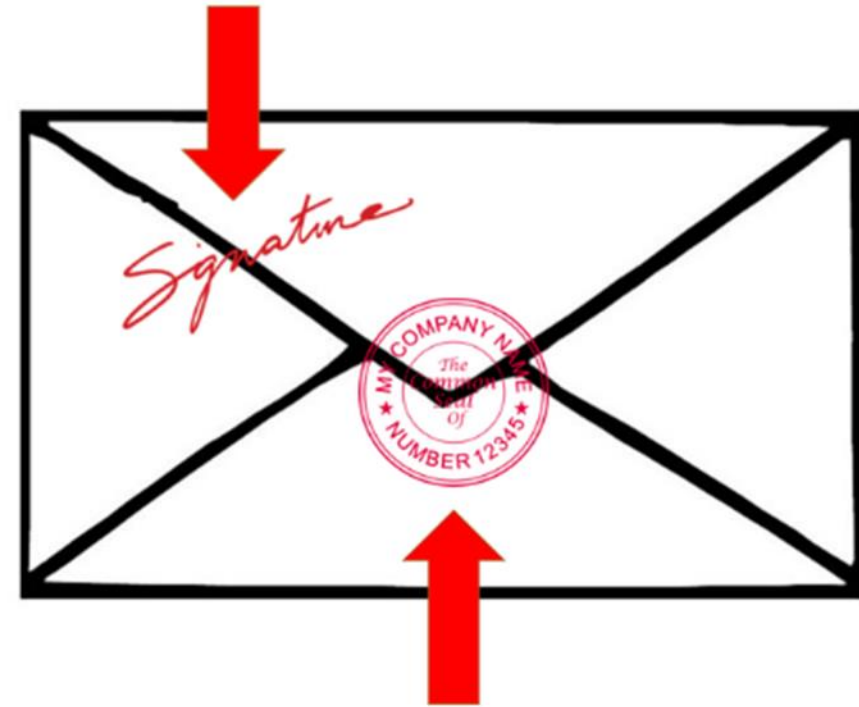
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supervisor signature



company stamp

The process (Summer)

At the completion of the internship, make sure to get your supervisor to complete the “Supervisor Evaluation Form”

!!! The envelope the form is in needs to be signed and sealed!!!!

Three options

1. In-person delivery of the signed/sealed envelope to Ms. Fulya Akmut
2. Your supervisor may email the form from a designated company email address to manintern@bilkent.edu.tr
3. Your supervisor may post the form to:

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



The process (Fall)

During the registration period, make sure you are registered for MAN 399 – Summer Practice course!

Attend MAN 399 – Summer Practice Information Session during the second week of classes

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



The process (Fall)



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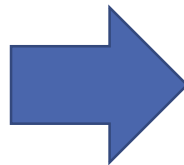
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The process

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

Make sure to check your Bilkent emails regularly for updates, deadlines, etc.!



manintern@bilkent.edu.tr

