



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 at least 20 consecutive business days (excluding official holidays).
- To be eligible for the summer practice, you should have successfully completed MAN 262 (Organizational Behavior) and Man 335 (Fundamentals of Marketing).
- 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. You will be notified about the details of this meeting.

Application

- You are expected to arrange the internships for the summer practice on your own.
- After deciding on a company, you should get information about the company (its name, website, industry, number of employees, establishment year, postal address) and apply to the Summer Training System (STS) to get the approval of the company.
- Then, you should get your internship supervisors to complete Summer Practice Acceptance Form (Staj Kabul Formu) and get it officially stamped and signed by a manager with authority to approve the summer practice.
- You should submit your Summer Practice Acceptance Form to the STS for departmental approval.
- You need to ensure that the Summer Practice Acceptance 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 you want to start the summer practice on July 1st, you must submit the Summer Practice Approval Form by June 15th, two weeks before the first day of the internship. Or, if you want to start the summer practice on August 15th, you need to submit the form by the final deadline announced for that year. The final deadline is usually mid-July, but you must check the website for the exact date.
- Meeting these deadlines is essential for ensuring the SGK documentation is ready on time. If you fail to meet these deadlines, you either cannot start the internship on time or at all.

SGK Documentation and Starting the Summer Practice

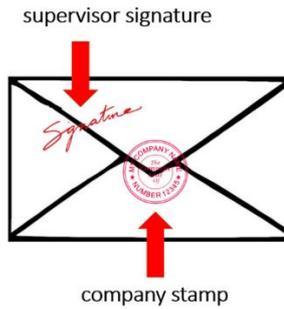
- Per Article 5b of the 5510 Social Security and General Health Insurance Law, Work Accidents and Occupational Disease Insurance is paid for each student for the duration of compulsory summer practice. To complete the insurance procedures on time, you must submit the Summer Practice Acceptance Form to 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 first day of the internship.

- 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 for delivering this form:
 - In-person delivery of the form in a signed/sealed envelope to Ms. Fulya Akmut. 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/>).

Special note for students who are on an exchange program:

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

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