Sakarya University of Applied Sciences

Faculty of Sport Sciences

Department of Coaching Education



INTERNSHIP NOTEBOOK

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| --- | --- |
| **Student’s Name and Surname** |  |
| **Date of Birth and Place** |  |
| **Student ID Number** |  |
| **Professional Field** |  |
| **Internship Period** |  |

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| **INTERNSHIP INFORMATION** | | |
| Name Of The Internship Place |  | PHOTO |
| Adress |  |
| Phone Number |  |
| Starting of Internship | .. / .. / …… |
| End of Internship | .. / .. / …… |
| Total Days of Internship |  |

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| **APPROVAL OF THE INTERNSHIP COMMISSION** |
| It is deemed appropriate for the student to do an Internship at the institution stated below.  Internship Place: |
| Member of Internship Committee  Name and Surname :  Signature : |
| RESPONSIBLE SUPERVISOR OF THE INTERNSHIP |
| Name and Surname:  Signature and Stamp: |

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| **IMPORTANT EXPLANATION** |
| Students are obligatory to do an Internship.  It is compulsory to attend the workplace during the Internship.  Workplaces can report their complaints to the e-mail address below if they have any problems with students.  e-mail:haydaroz[@subu.edu.tr](mailto:@sakarya.edu.tr) |

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| DAILY JOB EVALUATION FORM 1/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 2/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 3/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 4/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 5/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 6/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 7/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 8/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 9/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 10/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 11/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 12/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 13/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 14/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 15/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 16/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 17/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 18/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 19/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 20/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 21/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

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| DAILY JOB EVALUATION FORM 22/22 DAY | | |
| Description of the work: | | Date: / / |
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| **Student** | **Internship supervisor** | |
| Name Surname:  Signature | Name Surname:  Signature : | |

**SAKARYA UNIVERSITY OF APPLIED SCIENCES**

**FACULTY OF SPORT SCIENCES**

# DEPARTMENT OF COACHING EDUCATION http://www.subu.edu.tr/timthumb.php?src=http://www.subu.edu.tr/sites/subu.edu.tr/image/SUBU_LOGO_3.png&w=800

# COMPULSORY WORKPLACE INTERNSHIP DIRECTIVE

# FIRST PART

# OBJECTIVE, SCOPE, BASIS AND DEFINITIONS

OBJECTIVE: This Directive; In accordance with the relevant articles of the Sakarya University of Applied Sciences Bachelor's and Associate Degree Education and Examination Regulations, the Faculty of Sports Sciences students who study in the undergraduate programs of Coaching Education have to determine the common principles to be followed in the application studies they have to do in order to consolidate their theoretical knowledge in practice.

SCOPE: This directive; The Faculty of Sport Sciences covers the activities and principles related to the internships that the students studying in the undergraduate programs affiliated with the Coaching Education will do at work in Turkey and abroad.

BASIS: This directive includes the Higher Education Law numbered 2547, articles 5 / b, 87 / e of the law numbered 5510, the decision of the Council of Ministers published in the Official Gazette dated 13/11/2009 and numbered 27405, Social Insurance transactions regulation 11/6. And Sakarya University of Applied Sciences, Undergraduate and Associate Degree Education and Examination Regulations.

DEFINITIONS: In this directive:

a) University: Sakarya University of Applied Sciences,

b) Faculty: Faculty of Sport Sciences, Department of Coaching Education

c) Trainee: The student doing an internship,

d) Department: Relevant departments,

e) Internship Committee: Executing commission,

f) Internship place / workplace: Student refers to the institution / organization in the country or abroad for the internship.

## SECOND PART

## GENERAL PRINCIPLES

### OBLIGATION OF INTERNSHIP STUDIES:

### Article-1: Every student has to complete their internship successfully required by this directive in accordance with the provisions of the department's practice principles in order to graduate according to the Sakarya University of Applied Sciences University Undergraduate and Associate Degree Education and Examination Regulations in order to gain practical working experience and improve their application skills.

**ESTABLISHMENT OF THE FACULTY INTERNSHIP COMMISSION AND ITS DUTIES**

**Article-2:** Internship procedures are regulated by the Faculty, Coaching Training Internship Committee at the faculty level. The Faculty Internship Committee consists of the Heads of the Departmental Internship Committee, under the chairmanship of 1 faculty member appointed by the Faculty Board of Directors. He is responsible to the Dean of the Faculty in his duties. The term of office of the Departmental Internship Committee is 3 years.

**Duties of the Commission**

a) To ensure that the Faculty Internship Principles are carried out in harmony by departments

b) Announcing the internship places allocated to faculty students by various institutions and organizations, evaluating the applications made and distributing the students to these places,

c) Examining the objections to the internship evaluations made by the Departmental Internship Commissions and making a decision to be submitted to the Faculty Board of Directors,

d) Finding solutions to other problems not specified in the instruction regarding internships throughout the faculty.

### ESTABLISHMENT OF THE DEPARTMENT INTERNSHIP COMMISSION AND ITS DUTIES

### Article-3: Departmental Internship Committee consists of 1 president and at least 2 members who are appointed by the Faculty Board of Directors for 3 years upon the recommendation of the Head of the Department. Members can be re-elected.

### Duties of the Commission

### a) All internship work to be done by the department students is planned, put into practice and inspected by the Departmental Internship Committee within the framework of this Directive and the Departmental Internship Application Principles. Departmental Internship Commissions examine each Student's internship book and decide on the acceptance or rejection of the internship as a result of the oral exam.

### b) The Departmental Internship Committee makes all kinds of contacts and initiatives before the workplaces in order to make it easier for the students to find the desired quality internship place. However, the student is entirely responsible and liable for finding suitable internship places. The suitability of the location becomes definite with the approval of the internship commission.

### c) Each department prepares an internship guide suitable for its needs and announces it on the department web page. In this Guide;

### - Description of internships

### - Purpose and expectations of internships

### - Criteria stipulated for eligible internship places at each internship stage

### - Selection of internship place, application and department approval for internship

### - The format, writing rules, approval of the content and delivery time of the internship notebook

### - Evaluation of the internship work by the workplace and transmission of the evaluation results to the department

### - Evaluating the internship done by the department and recording it on the grade status document

### Subjects are explained with all conditions and rules. Internship Acceptance Form, Internship book and examples of internship evaluation form are attached to the guide.

### INTERNSHIP DURATION

### Article-4: Students of the Faculty of Sport Sciences Coaching Education have to do 22 job days (4 weeks) internships, consisting of a part of 22 day’s (work day’s), in accordance with the internship programs organized according to the characteristics of each department during their education. In order to be able to do the internship, Student must have taken all the courses of at least the first four semesters within the framework of their department program.

### Article-5: Internship is done between the dates determined by the Faculty Internship Committee, except for the periods of education and examination. In special cases, the student must complete 8 semesters of education in order to be able to do internship during the academic year.

### Article-6: In extraordinary situations, the total internship duration and the conditions for the internship are determined by the Faculty Board of Directors upon the justified suggestions of the Faculty Internship Committee.

**DETERMINING THE INTERNSHIP PLACE**

**Article-7:** Internship is done in official or private institutions in the subjects stipulated by the department and under the specified conditions. However, in order to be able to do an internship in any institution, it is obligatory to have at least one third level trainer or specialist teacher in the branch where the internship is done.

**Article-8:** Internship cannot be started without submitting the Internship Acceptance Forms to the Dean's Internship Unit, which will be approved by the institution or organization where the internship will be done and the internship dates are specified. Otherwise, students cannot be insured and their internships are not accepted. "Work Accident and Occupational Disease insurance is taken out by the Faculty for each intern student within the scope of the Social Insurance and General Health Insurance Law No. 5510.

**RESPONSIBILITY OF BUSINESS PLACES**

**Article-9:** Workplace authorities are expected to guide the intern students participating in the internship study in a way to improve their professional practices. Workplaces are responsible for implementing and ensuring Occupational Safety rules in internship work.

**RESPONSIBILITY OF INTERNSHIP STUDENTS**

**Article-10:** Every student who performs internship is obliged to comply with the working and safety rules, order and discipline of the workplace and to carefully use all kinds of space, tools, materials, machinery, tools and equipment used in the workplace. Any responsibility arising from the failure to fulfill these obligations belongs to the student. The student in this situation is also subject to the Higher Education Institutions Student Discipline Regulations.

**WORKS DURING THE INTERNSHIP**

**Article-11:** The internship notebook is filled with ink pen with self-DAY sentences in accordance with the rules of writing and painting in Turkish. The instructions in the book are followed and all relevant places are filled. The books of internships abroad can be filled in English. Turkish translation is required for notebooks written in other languages. In the internship book, the student has to explain all the matters requested in the Departmental Internship Program in the order specified in the program.

**Article-12**: The student fills the internship notebook at the workplace within the internship period. At the end of the working period, all pages must be signed by the responsible trainer or specialist in the workplace, and the first and last pages must be approved and sealed by the workplace authority.

**EVALUATION OF INTERNSHIP STUDIES**

**Article-13:** Internship notebooks are delivered personally in the Dates specified by the Departmental Internship Committee, and in the meantime, the student defends his internship against the commission verbally.

**Article-14:** The "Student Internship Registration Slip" submitted to the student from the relevant department before the internship is filled in confidentially and approved by the company at the end of the internship. The name, title and duty of the approving business official are clearly stated and put in the envelope. The Student Internship Registration Slip in a sealed and approved envelope is sent to the relevant Department by the student. The Student Internship Registration Slip that is submitted without approval or in an open envelope is deemed invalid. In order for the internship books to be evaluated, the Student Internship Registry Slip must be submitted to the relevant department. The student is responsible for following the delivery of the document to the relevant department.

**Article-15:** Student internship grade is given as a result of the interview made by the internship commission together with the evaluation scores in the Internship Evaluation Form filled out by the enterprise.

**Article-16:** As a result of the evaluations made, the grade of the students whose internship is "successful" is converted into "YT" grade in their transcript. Students who are "unsuccessful" have to repeat the entire internship. The results of the evaluation are announced within the 10th week of the following semester at the latest and submitted to the dean's office by the department chair.

**Article-17:** The acceptance of the internship (maximum 22 jobs DAYu) at the Faculty or School of the students who come to the Faculty through undergraduate transfer or vertical transfer depends on the decision of the Internship Committee of the relevant Department. In order for the internship to be accepted, the Student must apply to the department internship commission with a document showing the name, place and date of the internship. Internships that last 10 years since the date of the internship are not taken into consideration.

**Article-18:** Students can do internships within the scope of Erasmus Internship Mobility or in businesses that they find with their own means. For internship applications abroad, the approval of the Departmental Internship Committee is required. International internships must be done according to the Departmental Internship Practice Principles and the provisions of this directive.

**Article-19:** Departments determine their own internship application principles in a way to meet the needs and characteristics of the education and training program carried out on the condition that it does not contradict the provisions of this directive and submit it to the Faculty Board in the form of "Departmental Internship Application Principles".

**ENFORCEMENT:**

**Article-20:** This Directive enters into force on the date that our Faculty approved by the Faculty Board.

**EXECUTIVE:**

**Article-21:** The provisions of this directive are executed by the Dean of the Faculty of Sport Sciences.