



**DEPARTMENT OF TRANSLATION AND INTERPRETATION**

INTERNSHIP BOOK

Student Name / Surname:

Student Number:

Year:

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| **STUDENT INFORMATION** | |
| Name and Surname |  |
| Place of Birth and Date |  |
| Student Number |  |
| Department |  |
| Internship Sector |  |

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| --- | --- |
| **INTERNSHIP INFORMATION** | |
| Workplace Name |  |
| Address |  |
| Phone Number |  |
| Starting Date of Internship |  |
| Termination Date of Internship |  |
| Duration of Internship (days) |  |

# Employer Information

Name and Surname

Signature and Stamp

# Important Explanations

It is compulsory for students to do an internship.

Attendance during the internship is compulsory.

# SAKARYA UNIVERSITY FACULTY OF ARTS AND SCIENCES

# DEPARTMENT OF TRANSLATION AND INTERPRETATION

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**............................................................................**

(Write the name of the institution / company you will apply for internship here)

The student of the Department of Translation and Interpretation named ……….......................with student number ………………………………. is liable to do a summer internship for **4 weeks (20 working days)** in accordance with the curriculum of the department.

You can use the contact information below if you need information about the student and internship process.

SIGNATURE/STAMP

Head of the Internship Commission

# For contact:

E-mail: [mt@sakarya.edu.tr](mailto:mt@sakarya.edu.tr)

Phone.: +90 264 2955454

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| --- | --- |
| **It is considered appropriate for the student to do an internship at the specified institution.** | |
| **Place of Internship**  Signature  Name and Surname | |
| **Members of the Internship Commission** | |
| Signature  Head of the Commission | |
| Signature  Commission Member | Signature  Commission Member |

**IMPORTANT NOTES FOR THE WORKPLACE**

In case of problems with the student, they can report their complaints to the following e-mail address.

E-mail: [mt@sakarya.edu.tr](mailto:mt@sakarya.edu.tr)

# SAKARYA UNIVERSITY FACULTY OF ARTS AND SCIENCES

# DEPARTMENT OF TRANSLATION AND INTERPRETATION

**GENERAL PRINCIPLES OF INTERNSHIP**

**GENERAL PRINCIPLES**

**Article-1:** Internships are compulsory practices for students in order to consolidate their theoretical knowledge in practice in accordance with the provisions of the Regulation for Undergraduate Education and Examination of Faculties at Sakarya University.

**Article 2:** The students of the Department of Translation Studies are obliged to do an internship minimum for 20 working days between the end of the 6th semester and the beginning of the 7th semester pursuant to the academic calendar of the related academic year in accordance with the internship programmes organized according to the characteristics of the department. In order for students to do an internship, they are obliged to take the compulsory course of internship with code number 309 and pass it with the letter grade DD in the 5th semester of their four-year education.

**Article-3:** Internship procedures are arranged by the Faculty Internship Commission. The Faculty Internship Commission consists of the Heads of Departmental Internship Commission, headed by an academic member appointed by the Faculty Administrative Board. The Commission ensures that the Faculty Internship Principles are implemented in harmony by the departments.

**Article-4:** Departmental Internship Commission consists of 1 chairman and 2 members appointed by the Faculty Administrative Board for 2 years upon the recommendation of the Head of Department. Members can be reelected.

**Article-5:** Students at the Department of Translation Studies are obliged to do their internships between the end of the 6th semester and the beginning of the 7th semester pursuant to the academic calendar of the related academic year.

**Article-6:** Internships are done on the issues stipulated by the departments and under the stated conditions in public or private institutions. However, in order to do an internship in any institution, at least one translator who is an expert in the field of internship must be working in that institution.

**Article-7:** The execution of internships by all students in the same company is resolved by the Departmental Internship Commission.

**Article-8:** It is subject to the decision of the Departmental Internship Commission whether the previous internships (maximum 20 working days) done by undergraduate or external transfer students pursuant the conditions of the previous faculties or colleges are accepted or not.

**Article-9:** Students are obliged to comply with the rules, instructions and commands regarding the working order of the workplace for internship. In addition, they should abide by the discipline rules of Sakarya University, otherwise their internship may not be accepted.

# PROCEDURES TO BE FOLLOWED DURING THE INTERNSHIP

**Article-1:** Internship book is filled out in ink according to the spelling and image rules in Turkish. The instructions in the book are followed and all relevant places are filled out. Internship books for internships executed abroad can be filled out in German. Students are obliged to explain all the points in their internship book required in the Departmental Internship Programme in the order indicated.

**Article-2:** Students fill out their internship books in the workplace within the period of internship. At the end of the working period, all the pages must be signed by the responsible person in the workplace and the first page must be approved and stamped by the authorized person in the workplace.

# PROCEDURES TO BE FOLLOWED AFTER THE INTERNSHIP

**Article-1:** The internship book must be submitted in person between the dates stated by the Departmental Internship Commission, and in the meantime, the student defends orally his/her internship in front of the commission.

# DUTIES OF THE DEPARTMENTAL INTERNSHIP COMMISSION

**Article-1:** All the internships executed by the department students are planned, implemented and supervised by the Departmental Internship Commission. The Departmental Internship Commissions decide on the acceptance or rejection of the internship taking each student's internship books and oral examination into account.

# DUTIES OF THE DEPARTMENTAL INTERNSHIP COMMISSION

**Article-1:** a) To declare the companies/institutions for internship allocated by various institutions and organizations to the students of the faculty, to assess the applications and to distribute the students to the declared companies/institutions,

b) To examine the objections to the assessments of the Departmental Internship Commissions regarding the internship and to resolve them to be submitted to the Faculty Administrative Board,

c) To find solutions to the other problems unnamed here about internships throughout the faculty.

**Article-2:** Changes to be made on these principles enter into force upon the proposal of the Faculty Internship Commission and the decision of the Faculty Board.

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# INFORMATION ON THE ORGANIZATION OF THE INTERNSHIP BOOK

* 1. Within the scope of your internship, you have to prepare and submit separate internship books for each institution you work in.
  2. Please pay attention to the following details while preparing the internship book:
     + The internship book should be written in a legible and professional style,
     + If the page is not sufficient, a sufficient number of pages with the same style should be added,
     + The internship book should be whole and complete.
  3. The content of the internship book should be filled by taking the following points into consideration:
     + Firstly, the printed areas should be filled.
     + Preliminary introduction of internship workplace should be given before filling the book. In this preliminary presentation, information such as the name the working area, history and the capacity and the employee portfolio of the organization should be found.
     + After giving general information about the issues such as translation techniques, daily works should be transferred.
     + When necessary, the explanations of the translations and the content of the whole book should be supported by the translation theories and methods learned in the courses.
     + Every sample, document, catalogue and photographs taken from the internship institution should be submitted in the internship file.
  4. Approval of the Internship Book;
     + The name of each department and working days are signed by the relevant department chief after the completed work is written.
  5. Acceptance of the Internship Book;
     + The books whose relevant sections are not signed are rejected by the internship commission.
     + The books submitted after the deadline announced by the internship commission are not accepted.
     + The internship work and internship book are assessed by the appropriate commissions according to the oral presentation of the student who did internship, and when necessary, all or part of the internship may be rejected and the student may be charged with internship again the following year.
     + The internship commission may also ask for the repreparation of the book in case it is regarded inadequate.

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# SAKARYA UNIVERSITY

# FACULTY OF ARTS AND SCIENCES

# DEPARTMENT OF TRANSLATION AND INTERPRETATION INTERN STUDENT REPORT

**Week 1**

(Daily assessment of your work)

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# Week 2

(Daily assessment of your work)

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# Week 3

(Daily assessment of your work)

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# Week 4

(Daily assessment of your work)

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# ASSESSMENT OF INTERNSHIP

**Please indicate the lectures which helped you during your internship:**

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 ……………………………………

 ……………………………………

 ……………………………………

 ……………………………………

 ……………………………………

 ……………………………………

# Please describe the useful aspects of the internship:

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# Please present your suggestions / feedbacks:

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# SAKARYA UNIVERSITY

# FACULTY OF ARTS AND SCIENCES

# DEPARTMENT OF TRANSLATION AND INTERPRETATION

**INTERNSHIP ASSESSMENT**

**Result of the Assessment**

Accepted

Denied

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| --- | --- |
| **Members of the Internship Commission** | |
| Signature  Head of the Commission | |
| Signature  Commission Member | Signature  Commission Member |