

ACADEMIC INTERNSHIP (for FASS Students)

“Academic” Internship Application and Evaluation

Steps	Timelines	Professional Internship Timelines
FASS students who wish to fulfill their summer internship obligation by taking part in a research project implemented in or outside the university under the supervision of a FASS faculty member must have a minimum CGPA of 3.00 at the end of the Fall semester to be eligible to apply for an “academic internship”.	As of the end of the Fall semester	
FASS students who meet the CGPA requirement create their research projects by contacting a faculty member under whose supervision they will carry out their research. <i>It is highly recommended to consult the FASS Dean about the research project in question until the first week of May.</i>	Between March and May	Mid-July
Students whose request is accepted by the coordinating faculty member must register for internship through the Online Management System. During the registration, students must fill in the title and scope of the research project and the name of the project coordinator in the “ <i>New Academic Internship Project Form</i> ”(ANNEX 1)	Second week of May	July 31
The coordinating faculty member must simultaneously fill in the “ <i>Academic Internship Recommendation Form</i> ” (ANNEX 2) and deliver it to the Dean’s Office.	Second week of May	
The form goes through the system to FASS Dean for approval. The Dean evaluates the scope of the student’s research project and the recommendation form and selects either of the accept/reject options. This selection will automatically be sent to the student’s email address by the system. Students whose project is approved by the Dean can start their academic internship. Students whose project is rejected cannot apply for academic internship again in the same summer semester*	Within 10 days following application date	Within 10 days following application date
Students who complete their academic internship must prepare a <i>paper</i> evaluating their research results and upload it to the system (ANNEX 3). The paper will go through the system to the FASS Dean for approval.	September 30	September 30
The coordinating faculty member must simultaneously fill in the “ <i>Academic Internship Evaluation Report</i> ” (ANNEX 4) and deliver it to the Dean’s Office.	September 30	
The Dean considers the student’s paper and the evaluation	First week of	First week

form of the coordinating faculty member, determines the student's grade (S/ U/ I), and informs the Program Internship Advisor who will enter the grade in the system.	October	of October
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* Instead, they can proceed to “professional internship” by contacting organizations in or outside the country. See Professional Internship Procedure

ANNEX 1

NEW ACADEMIC INTERNSHIP PROJECT FORM

Project Supervisor Name:

Project Supervisor E-mail:

Project Title:

Project Description & Objectives: (max. 120 words)

Internship Start Date:

Number of Weeks:

Cumulative GPA:

ANNEX 2

ACADEMIC INTERNSHIP RECOMMENDATION FORM

Student Name:

Program of the Student:

Internship Start Date:

Number of Weeks:

Project Title:

Project Description & Objectives (max. 120 words)

including:

- Literature survey & reading list
- Expected results & contribution of the supervisor to the project (if any)

ANNEX 3

ACADEMIC INTERNSHIP FINAL REPORT

A paper with an introduction that motivates the study, followed by the research done by the student, and the conclusions of the research

ANNEX 4

ACADEMIC INTERNSHIP EVALUATION REPORT

A report by the research supervisor on the student's:

- **Performance in the research project**
- **Research paper's quality**