



ADNAN MENDERES UNIVERSITY

DEPARTMENT OF MECHANICAL ENGINEERING

FLOW CHART FOR SUMMER INTERNSHIP

Download and read the summer internship documents. **DO NOT apply** to the department internship commission until reading all documents.

Fill the Internship application form (in English or in Turkish) as **being 3 copies** and stick your photo.

Apply the department internship commission to request an approval.

Receive confirmation from the company where you will make your internship. When calculating the number of days for your internship, take into account the religious festivals and public holidays (If this is not possible, sealed internship acceptance letter which is signed indicating the dates received from the company is also accepted.)

At least 10 days before the starting date of the internship, (again) apply the department internship commission to request for (last) approval.

At least 3 days before the starting date of the internship, apply the Student Affairs office (of Faculty of Engineering) to register your SGK input. Keep the papers that will be given to you.

Complete your internship.

Deliver your internship report which has to be prepared in computer and printed-out to the Internship commission of the department within 30 days from the beginning of the following semester.

Follow the internship results.

If necessary, department Internship commission may request an oral presentation.