

## **Vocational Training in Workplace and Internship Commission**

- Coordinating, supervising and accepting internships.
- Receiving an internship quota from the industry.
- To carry out the bureaucratic procedures related to the internship.
- To decide on the suitability of the internship places of the students who apply for the internship place and to inform the Department Secretariat for the preparation of the internship place eligibility lists.
- Coordinating the submission of SSI documents by the Department Secretariat to the places where the students whose internship applications are accepted will do their internship.
- Archiving all the documents related to the internships of the students.
- Establishing the commissions where the students who do internship will make their oral defense in the second or third week of November every year, and making a preliminary examination of the internship books and submitting them to these commissions.
- To prepare an activity presentation of the commission's work at the end of each term and to present this presentation to the Academic Board of the Department.
- To regularly submit the commission file to the Program Improvement and Development Commission at the end of each semester.
- To carry out other works given by the Department Head related to the subject.