**INTERNSHIP INFORMATION AND APPROVAL FORM**

**Student:**

|  |  |
| --- | --- |
| Student ID: |  |
| First Name: |  |
| Last name: |  |
| E mail address: |  |
| Foreign National ID number: |  |
| Date of birth: |  |
| Department: |  |
| Advisor: |  |
| Class: |  |
| Have you worked as an insurance company before? |  |

**Finished Internship/Work Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** |  | **Number of Working Days** | **Country Name** |
| IE 291 |  |  |  |
| IE 391 |  |  |  |
| IE 491 |  |  |  |
| IE 492 |  |  |  |
| Volunteer Internship-1 |  |  |  |
| Volunteer Internship-2 |  |  |  |
| Course Project-1 |  |  |  |
| Course Project -2 |  |  |  |
| Other |  |  |  |

**New Internship/Work Information:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Compulsory Internship-1 (IE291) |  |  | Graduation Project-1 (IE491) |  | |  |  |  |  | | Compulsory Internship-2 (IE391) |  | Graduation Project-2 (IE492) |  | |  |  |  |  | | Volunteer Internship |  | Study within the course |  | |  |  |  |  |  | | Other: |  | | | | | |
| Start and end dates: |  |
| Duration of the internship (in working days): |  |
| Number of days to work per week: |  |

**Institution Information:**

|  |  |
| --- | --- |
| Company Name: |  |
| Type of Institution: (Private Company, Public,...): |  |
| Sector of the Institution: (Production, Manufacturing…) |  |
| Phone: |  |
| Address: |  |
| Web address: |  |
| Is there an Industrial Engineer? How many? |  |
| Any engineer? How many? |  |

**Institutional Internship Responsible:**

|  |  |
| --- | --- |
| Name and surname: |  |
| E mail address: |  |
| Title: |  |
| Phone: |  |

|  |
| --- |
| I undertake that I will accept the accuracy of the information I have stated in my statement above, and that I will accept the material and moral, individual and institutional damages that may arise if I do not attend or leave the internship or due to my false statement.  …../…../20… |

**What is Antalya Bilim University Internship Follow-up System (IFS)?**

This system is used to keep the information of interns, consultants, internship institutions, internship authorities in these institutions and information about the internship, to keep and store the internship reports and the pictures used in these reports, to eliminate the paper/document traffic by making the internship approval processes over the web, and to ensure the approval processes. It is used to ensure that it is handled more smoothly.

The guide explaining the IFS functions and how to use them is available at the link below:

https://antalya.edu.tr/tr/fakulte-ve-enstituler/bolumler/endustri-muhendisligi/icerik/staj-2/staj-1

[https://ifs.antalya.edu.tr/SBS\_Usim\_Kilavuzu\_Kurum\_01.pdf](https://ifs.antalya.edu.tr/SBS_Kullanim_Kilavuzu_Kurum_01.pdf)