

**Tokat Gaziosmanpasa University**  
**Pazar Vocational School of Higher Education**

**Workflow Processes**

<b>Process No.</b>	10
<b>Process Name</b>	Internship Procedures Process
<b>Those Responsible for the Process</b>	Internship Commission
<b>Process Organization Relationship</b>	Internship Commission, Student Internship Advisor, Student
<b>Purpose of the Process</b>	Ensuring the Completion of Mandatory Internship Studies
<b>Limits of the Process</b>	It begins with the announcement to students that they need to do an internship before the internship period, and ends with the evaluation of students' internships at approved internship sites.
<b>Process Steps</b>	<ul style="list-style-type: none"> <li>• Internship Periods are Announced to Students.</li> <li>• Students Submit the Form Confirming They Have Been Accepted at their Internship Places to the Internship Advisor and the Internship Commission President.</li> <li>• SSI Entry of the Student Accepted for Internship Place Makes.</li> <li>• Students complete their Internships during the Internship Period and fill out the Internship Book.</li> <li>• Internship Notebook at the end of the student internship and Submits the Evaluation Form to the Internship Advisor. • The Internship Commission Evaluates the Student Internship File and Internship Evaluation Form and Announces the Results to the Students.</li> </ul>
<b>Performance Indicators</b>	Number of Students Doing Internships and Numbers of Students Whose Internships Are Accepted

