Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

Workflow Processes

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| Process No. | 10 | |
| Process Name | Internship Procedures Process | START THE INTERNSHIP PROCESS |
| Those Responsible for the Process | Internship Commission | * |
| Process Organization | Internship Commission, Student Internship Advisor, Student | Student Finds a Suitable Institution/Company for Internship |
| Relationship | | |
| Purpose of the Process | Ensuring the Completion of Mandatory Internship | ▼ |
| | Studies | Acceptance of Internship Places from Student Vocational School Website |
| Limits of the Process | It begins with the announcement to students that they need | Downloads and fills out the form |
| | to do an internship before the internship period, and ends with the | <u> </u> |
| | evaluation of students' internships at approved internship | Apply to the Place You Want to Do Your Internship with the Student Form |
| | sites. | |
| Process Steps | Internship Periods are Announced to Students. | ↓ |
| | Students Submit the Form Confirming They Have | No |
| | Been Accepted at their Internship Places to the Internship Advisor | Accepted |
| | and the Internship Commission President. | |
| | SSI Entry of the Student Accepted for Internship Place | Yes |
| | Makes. | <u> </u> |
| | Students complete their Internships during the Internship | Student Applies to the Internship Advisor with the Internship Application Form |
| | Period and fill out the Internship Book. | |
| | Internship Notebook at the end of the student internship and | . ↓ |
| | Submits the Evaluation Form to the Internship | No |
| | Advisor. • The | Accepted |
| | Internship Commission Evaluates the Student | ? |
| | Internship File and Internship | Yes |
| | Evaluation Form and Announces the Results to | ▼ |
| | the Students. | Have the Student Acceptance Form signed by the Internship Commission and |
| Performance | Number of Students Doing Internships and Numbers of Students | delivered to the Registrar's Office for SSI Entry. |
| Indicators | Whose Internships Are Accepted | <u> </u> |
| | | Internship from Vocational School Website during Student Internship Period |
| | | Downloads the notebook and fills it in for each day of internship. |
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| | | Internship Notebook and Evaluation at the End of the Student Internship |
| | | Submits the Form to the Internship Advisor |
| | | ↓ |
| | | Internship Commission Student Internship File and Internship |
| | | Evaluates the Evaluation Form and Announces the Results to the Students |
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| | | * |
| | | END OF PROCESS |
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