



**IŞIK UNIVERSITY**  
**FACULTY OF FINE ARTS**

DEPARTMENT OF INDUSTRIAL DESIGN

# **INTERNSHIP NOTEBOOK**

Academic Year: 2012 – 2013

STUDENT EVALUATION FORM

**WORKPLACE**

Institution :

Department :

**COMMENTS ON THE INTERN STUDENT'S STATUS**

**INFORMATION OF THE MANAGER OF THE INSTITUTION OR THE DEPARTMENT**

Name / Surname :

Title :

Signature :

INTERNSHIPS MUST BE DONE ACCORDING TO THE INTERNSHIP PRINCIPALS OF THE INDUSTRIAL DESIGN DEPARTMENT OF ISIK UNIVERSITY FINE ARTS FACULTY. OTHERWISE INTERNSHIP WILL NOT BE ACCEPTED AS VALID.

**Points needed to be paid attention using the Internship Notebook:**

**1. Explanations about the work done**

- 1.1 Title section of each page should be filled out
- 1.2 Works done during the internship will be explained daily in detail and the section at the bottom of these pages will be signed by both the intern and the institution individually.
- 1.3 .For the works done during the internship, a detailed technical report will be written.

**2. Explanations about the diagrams, drawings, photographs done and the text written**

- 2.1 Texts must be proper, readable and suitable for the norms.
- 2.2 Texts must be exactly related with the actual work done
- 2.3 Texts must be written by the student who is doing the internship
- 2.4 Diagrams and drawings must be organized and fit the sizes of the internship notebook

**3. Explanations about accepting the internship notebook**

- 3.1 Intern table done on the first page of the notebook and workplace tables on the last page must be sealed with the institution's official seal, and related sections must be filled out and signed by the authorized technical person. Otherwise, the works performed will not be accepted as valid by the internship commission.
- 3.2 Internship notebook placed in the internship folder must be submitted to the Internship commission between the dates that are notified in FMV ISIK UNIVERSITY FINE ARTS FACULTY'S INDUSTRIAL DESIGN DEPARTMENT INTERNSHIP PRINCIPALS.

**INTERNSHIP NOTEBOOK PAGE**

<b>PERFORMED WORKS</b>	
<b>DATE</b>	<b>SCOPE</b>
<b>Institution's Authorized Person's Name, Surname, Signature</b>	<b>Intern's Signature</b>

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This page will be filled out individually for each day of the internship. (20 pieces)