Summer Practice Guide

**SUMMER PRACTICE GUIDE**

**Procedure at the Beginning of the Summer Practice:**

1- It is essential for the students to complete their summer practice during the summer term.

2- The summer practice period is 30 working days.

3- The student submits his / her application to the place where he / she wants to do an summer practice with the Form of Applicable Summer Practice Application Form and the Mandatory Summer Practice Acceptance Form (Form 1-3).

4- The student approved by the company will apply to the Summer Practice Committee at least 1 month before the starting date of the summer practice with the application form (Form 2) and the approved Compulsory Summer Practice Acceptance Form (Form 3). The Summer Practice Committee approves the petitions if it is appropriate.

5- After the approval process the documents (Summer Practice Directive, Summer Practice Guide, Form No: 4, Form No: 5, Form No: 6) shall be submitted to the Dean secretary by the student.

\* Required documents are available on the website of Near East University Faculty of Veterinary Medicine.

**Preparing the Summer Practice File:**
Students fill in the Summer Practice Program Book (Form 6) on a daily basis. Each page is stamped and signed by the company representative and / or the responsible veterinarian.

**Post-Summer Practice:**

1- Form No: 4 and 5 must be filled and approved by the workplace authority, then it must be sent to the school with attendance chart in a closed envelope with the student or by post.

2- The obligatory summer practice files are submitted to the summer practice commission.

3- The Summer Practice Committee forms the Summer Practice Sub Evaluation Boards. Sends files to related boards.

4- The Summer Practice Sub-Evaluation Board convenes on the announced dates and completes the exam and completes the Summer Practice Evaluation Form (Form No: 7) and submits the list containing the results to the Summer Practice Committee with a letter.

5- The Summer Practice Commission submits the results to the Dean.

6- After the decision of the Board of Directors, the Dean shall announce the final results.

Form No 1: Compulsory Summer Practice Application Letter

**Number:** ……/………/……….

**Topic**: Summer Practice

Dear ……………………

Our faculty is a higher education institution that provides education at the undergraduate level.

In accordance with the Regulation, a student must perform at least **30 (thirty) working days** of practical training (internship) during his / her education period.

It is considered that it would be beneficial for the student / students of our faculty to perform a summer practice at your workplace / Faculty to be counted in their legal summer practice periods. Additionally, the social insurance premiums under Law No. 5510 for students who are required to complete a compulsory summer practice during their studies will be covered by our faculty.

If this request is evaluated and if this opportunity can be provided at your workplace / Faculty, we express our gratitude to you for providing information to our Deanery Office at least one (1) month before the starting date of the summer practice.

 DEAN

 Prof. Dr. Deniz SEYREK İNTAŞ

STUDENT

Faculty ID Name and Surname E-mail Address

Form No 2: Student Application Letter

………/………/……….

**NEAR EAST UNIVERSITY**

**DEAN OF THE VETERINARY FACULTY**

I am student of your faculty and ………… is my student number. I would like to express my wish that I would like to do my compulsory summer practice in the company where the address information is given.

Student:

Address:

Tel:

Work place:

Address:

Tel:

 Name-Surname

 SIGNATURE

…….…………………………

Note: Compulsory (Summer) Practice Acceptance Form is attached.

Form No 3: Compulsory Summer Practice Acceptance Form.

|  |
| --- |
| Information for the Summer Practice Workplace |
| **Name** |  |
| **Address** |  |
| **Production / Service Area** |  |
| **Telephone No.** |  |
| **E-Mail** |  |
| **Beginning Date of Summer Practice Program**  |  | **End Date** |  | **Duration(Day)** |  |
| **Workplace****Signature and Bowl** |
|

|  |  |
| --- | --- |
| **Name** |  |
| **Surname** |  |
| **Father’s name** |  |
| **Mother’s name** |  |
| **Place of birth** |  |
| **Date of birth** |  |
| **ID of Turkish Republic** |  |

 |

Form No 4:Workplace Evaluation Form.

**Workplace Evaluation Form**

**Student Workplace**

Name-Surname: Name:

Summer Practice Branch: Address:

Duration of Summer Practice: Tel No:

Summer Practice Starting-Ending Date: E-mail:

 Educational Staff: Name- Surname:

Dear Business Officer,

Our summer practice students; In order to determine the level of knowledge, skill, bilateral relations and the level of summer practice, please fill the following table carefully.

**Rating Table**

|  |  |
| --- | --- |
| **FEATURES** | **NOTE** |
| Interest to Job |  |
| Detection Power |  |
| Sense of Responsibility |  |
| Working Speed |  |
| Time/ Efficient Use |  |
| Problem Solving Ability |  |
| Socializing with others |  |
| Follow the rules  |  |
| Capability to Use Information |  |

I express that the grade of the student named……………………………………………..who made summer practice in our workplace is ……………………..out of **100**.

Workplace Officer and / or Veterinarian

Name- Surname:

Signature:

Bowl:

NOTE: Once this form has been filled in and approved by the workplace authority, it must be sent to the school with attendance chart in a closed envelope with the student or by post.

Form No 5: Attendance table of workplace.

**ATTENDANCE TABLE OF WORKPLACE**

Student Name-Surname: Number:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Date** | **Department** | **Signature** |
| 1 |  |  |  |
| 2 |  |  |  |
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| 29 |  |  |  |
| 30 |  |  |  |

Form No 6: Zorunlu Staj Dosyası Kapak Sayfası.

 Compulsory Summer Practice File Cover Page

YAKINDOĞU ÜNİVERSİTESİ

VETERİNER HEKİMLİĞİ FAKÜLTESİ

NEAR EAST UNIVERSITY

FACULTY OF VETERINARY MEDICINE

STAJ PROGRAM DEFTERİ

THE SUMMER PRACTICE DIARY

ÖĞRENCİNİN STUDENT’S

ADI, SOYADI – NAME, SURNAME: ................................................

ÖĞRENCİ NUMARASI - STUDENT NUMBER: ................................................

**Haftalık Staj Programı\***

**Weekly Training Program\***

[\*] Haftalık programın her sayfası kaşelenecek.

The weekly programs, each page of the report and the training certificate must be signed and stamped.

…………........... Tarihinden ...... …………......................tarihine kadar bir haftalık çalışma

*From .......…………................. to ...... …………..................weekly service*

|  |  |  |  |
| --- | --- | --- | --- |
| **GÜNLER***Days* | **YAPILAN İŞLER***Work Accomplished* | **SAYFA NO***Page Number* | **ÇALIŞILAN SAAT** *Working Hours* |
| **Pazartesi***Monday* |  |  |  |  |
| **Salı***Tuesday*  |  |  |  |  |
| **Çarşamba***Wednesday*  |  |  |  |  |
| **Perşembe***Thursday* |  |  |  |  |
| **Cuma***Friday* |  |  |  |  |
| **Cumartesi***Saturday* |  |  |  |  |
| **Pazar***Sunday* |  |  |  |  |
| **Toplam***Total* |  |  |

Kontrol edenin ünvanı, soyadı, adı :

*Name and title of the controlling superior*

İmza ve kaşe :

*Signature and stamp*

Öğrencinin imzası :

*Signature of trainee*

Çalıştığı iş yeri ve kısmı :

*Work place*

[\*] Haftalık programın her sayfası kaşelenecek.

The weekly programs, each page of the report and the training certificate must be signed and stamped.

…………........... Tarihinden ...... …………......................tarihine kadar bir haftalık çalışma

*From .......…………................. to ...... …………..................weekly service*

|  |  |  |  |
| --- | --- | --- | --- |
| **GÜNLER***Days* | **YAPILAN İŞLER***Work Accomplished* | **SAYFA NO***Page Number* | **ÇALIŞILAN SAAT** *Working Hours* |
| **Pazartesi***Monday* |  |  |  |  |
| **Salı***Tuesday*  |  |  |  |  |
| **Çarşamba***Wednesday*  |  |  |  |  |
| **Perşembe***Thursday* |  |  |  |  |
| **Cuma***Friday* |  |  |  |  |
| **Cumartesi***Saturday* |  |  |  |  |
| **Pazar***Sunday* |  |  |  |  |
| **Toplam***Total* |  |  |

Kontrol edenin ünvanı, soyadı, adı :

*Name and title of the controlling superior*

İmza ve kaşe :

*Signature and stamp*

Öğrencinin imzası :

*Signature of trainee*

Çalıştığı iş yeri ve kısmı :

*Work place*

[\*] Haftalık programın her sayfası kaşelenecek.

The weekly programs, each page of the report and the training certificate must be signed and stamped.

…………........... Tarihinden ...... …………......................tarihine kadar bir haftalık çalışma

*From .......…………................. to ...... …………..................weekly service*

|  |  |  |  |
| --- | --- | --- | --- |
| **GÜNLER***Days* | **YAPILAN İŞLER***Work Accomplished* | **SAYFA NO***Page Number* | **ÇALIŞILAN SAAT** *Working Hours* |
| **Pazartesi***Monday* |  |  |  |  |
| **Salı***Tuesday*  |  |  |  |  |
| **Çarşamba***Wednesday*  |  |  |  |  |
| **Perşembe***Thursday* |  |  |  |  |
| **Cuma***Friday* |  |  |  |  |
| **Cumartesi***Saturday* |  |  |  |  |
| **Pazar***Sunday* |  |  |  |  |
| **Toplam***Total* |  |  |

Kontrol edenin ünvanı, soyadı, adı :

*Name and title of the controlling superior*

İmza ve kaşe :

*Signature and stamp*

Öğrencinin imzası :

*Signature of trainee*

Çalıştığı iş yeri ve kısmı :

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The weekly programs, each page of the report and the training certificate must be signed and stamped.

…………........... Tarihinden ...... …………......................tarihine kadar bir haftalık çalışma

*From .......…………................. to ...... …………..................weekly service*

|  |  |  |  |
| --- | --- | --- | --- |
| **GÜNLER***Days* | **YAPILAN İŞLER***Work Accomplished* | **SAYFA NO***Page Number* | **ÇALIŞILAN SAAT** *Working Hours* |
| **Pazartesi***Monday* |  |  |  |  |
| **Salı***Tuesday*  |  |  |  |  |
| **Çarşamba***Wednesday*  |  |  |  |  |
| **Perşembe***Thursday* |  |  |  |  |
| **Cuma***Friday* |  |  |  |  |
| **Cumartesi***Saturday* |  |  |  |  |
| **Pazar***Sunday* |  |  |  |  |
| **Toplam***Total* |  |  |

Kontrol edenin ünvanı, soyadı, adı :

*Name and title of the controlling superior*

İmza ve kaşe :

*Signature and stamp*

Öğrencinin imzası :

*Signature of trainee*

Çalıştığı iş yeri ve kısmı :

*Work place*

[\*] Haftalık programın her sayfası kaşelenecek.

The weekly programs, each page of the report and the training certificate must be signed and stamped.

…………........... Tarihinden ...... …………......................tarihine kadar bir haftalık çalışma

*From .......…………................. to ...... …………..................weekly service*

|  |  |  |  |
| --- | --- | --- | --- |
| **GÜNLER***Days* | **YAPILAN İŞLER***Work Accomplished* | **SAYFA NO***Page Number* | **ÇALIŞILAN SAAT** *Working Hours* |
| **Pazartesi***Monday* |  |  |  |  |
| **Salı***Tuesday*  |  |  |  |  |
| **Çarşamba***Wednesday*  |  |  |  |  |
| **Perşembe***Thursday* |  |  |  |  |
| **Cuma***Friday* |  |  |  |  |
| **Cumartesi***Saturday* |  |  |  |  |
| **Pazar***Sunday* |  |  |  |  |
| **Toplam***Total* |  |  |

Kontrol edenin ünvanı, soyadı, adı :

*Name and title of the controlling superior*

İmza ve kaşe :

*Signature and stamp*

Öğrencinin imzası :

*Signature of trainee*

Çalıştığı iş yeri ve kısmı :

*Work place*

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The weekly programs, each page of the report and the training certificate must be signed and stamped.

…………........... Tarihinden ...... …………......................tarihine kadar bir haftalık çalışma

*From .......…………................. to ...... …………..................weekly service*

|  |  |  |  |
| --- | --- | --- | --- |
| **GÜNLER***Days* | **YAPILAN İŞLER***Work Accomplished* | **SAYFA NO***Page Nr.* | **ÇALIŞILAN SAAT** *Working Hours* |
| **Pazartesi***Monday* |  |  |  |  |
| **Salı***Tuesday*  |  |  |  |  |
| **Çarşamba***Wednesday*  |  |  |  |  |
| **Perşembe***Thursday* |  |  |  |  |
| **Cuma***Friday* |  |  |  |  |
| **Cumartesi***Saturday* |  |  |  |  |
| **Pazar***Sunday* |  |  |  |  |
| **Toplam***Total* |  |  |

Kontrol edenin ünvanı, soyadı, adı :

*Name and title of the controlling superior*

İmza ve kaşe :

*Signature and stamp*

Öğrencinin imzası :

*Signature of trainee*

Çalıştığı iş yeri ve kısmı :

*Work place*

-Haftalık programın ayrıntıları aşağıdaki sayfalara el yazısı ile “günlük” olarak yazılacaktır. Yapılan işle ilgili teknik rapor ayrıca “GENEL RAPOR” kısmında verilecektir.

*-Details of the weekly training program will be written in handwriting on the following pages, as a “diary”. The technical report about the complete work done, will be given separately in the “GENERAL REPORT” section.*

|  |  |
| --- | --- |
| **Kısım** *Section* | **Yaprak No 1***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
|  |
| **Kısım** *Section* | **Yaprak No 2***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| --- | --- |
| **Kısım** *Section* | **Yaprak No 3***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
|  |
| **Kısım** *Section* | **Yaprak No 4***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 5***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 6***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 7***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 8***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 9***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 10***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 11***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 12***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 13***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 14***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 15***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 16***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 17***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 18***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 19***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 20***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 21***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 22***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 23***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 24***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 25***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 26***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 27***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 28***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
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| **Kısım** *Section* | **Yaprak No 29***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
|  |
| **Kısım** *Section* | **Yaprak No 30***Page Nr.* |
| **Yapılan İş** *Work Done* | **Tarih***Date* |
|  |