*ELIT 290 Summer Training internships must consist of twenty (20) consecutive workdays (four weeks of full-time work, excluding weekends and national holidays). The start and end dates of the internship canot overlap at all with classes or final exams, in the fall, spring and, if applicable, summer semesters.*

|  |  |
| --- | --- |
| **Student’s Full Name** |  |
| **Student ID Number** |  |
| **Year of Studies**(First year, second year, third year) |  |
| **Name of the Internship Firm**  |  |
| **Address of the Internship Firm** |  |
| **Field/Industry**(Education, Logistics, Government, Service Industry, Translation, etc.) |  |
| **Name of the Contact Person at the Firm** |  |
| **E-mail Address of the Contact Person at the Firm** |  |
| **Phone Number of the Contact Person at the Firm** |  |
| **Start Date of the Internship** |  |
| **End Date of the Internship** |  |
| **Description of Duties** (Please describe your responsibilities as an intern with no fewer than 150 words both in Turkish and in English.) |  |
| **Primary Language of the Internship** |  |
| **Additional Information** (Will the internship take place outside of Turkey? Are there any special circumstances? Etc.) |  |

**Please read and sign below:**

“The information I have provided on this form is true and accurate, and the start and end dates of my internship cover twenty (20) consecutive working days when weekends and national holidays are subtracted.”

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**