**İhsan Doğramacı Bilkent University**

**İngiliz Dili ve Edebiyatı Bölümü/Department of English Language and Literature**

**ELIT 390 information sheet**

*ELIT 390 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 cannot overlap at all with classes or final exams, in the fall, spring and, if applicable, summer semesters.*

*You should fill out this form, convert it to a PDF, and upload the PDF to the summer training portal on STS at stars.bilkent.edu.tr by 5 May 2025.*

|  |  |
| --- | --- |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**ELIT 390 Yaz stajı kabul mektubu /Summer Training acceptance letter**

**İşyeri Tarafından Doldurulacaktı (to be filled out by the company):**

*Öğrencinin Adı-Soyadı (student’s name):*

*Kuruluşun Adı (name of the firm):*

*Web Adresi (web site of the firm):*

*Adres (address of the firm):*

*Telefon Numarası (telephone number of the firm):*

*Stajdan sorumlu Kişinin Adı Soyadı / Ünvanı (name and title of the supervisor):*

*Başlangıç Tarihi (starting date):*

*Bitiş Tarihi (ending date):*

*Çalışılan iş günü sayısı (number of workdays):*

*Staj sırasında yapılacak işin kısa tanımı (Short description of the task during internship):*

**Öğrenci staj için kabul edilmiştir/ Student is accepted for summer training.**

**Name Surname Signature and Stamp Date**

*Adı Soyadı İmza ve Şirket Mühürü Tarih*