

## CONCERNING SUMMER PRACTICE:

1. FDE300 and FDE400 courses are must courses that you have to register.
2. FDE201 and OHS101 are the prerequisite courses for FDE300 and FDE300 and OHS301 are the prerequisite courses for FDE400 course. You have to succeed these courses.
3. Duration for both of summer practices should be 20 working days. If you would like to make another summer practice, this is counted as a voluntary summer practice.
4. Each student should arrange summer practice him/herself. While you are arranging your summer practice, please note that the internships in flour, water and spice factories will not be accepted in the course of FDE400.
5. Our university insures the students for their obligatory and voluntary summer practices. For voluntary summer practices, submission of evaluation sheet taken from the company is sufficient, reporting is not obligatory.
6. The forms that should be submitted could be reached on our department website under the “student” section (<http://fde.metu.edu.tr/student>).
7. Summer practices must be reported within two semesters to be valid for FDE300 and FDE400 courses.
8. After the place and start/end dates of the summer practice are set, following documents should be **submitted to administrative personnel Mukaddes Ünver (Administrative Floor, Room no: 123)** at least 15 days before the beginning of the summer practice. Remember that your application will not be accepted if one of the documents listed below is missing.

### Necessary Documents

- *1 copy for each national id card and student id card*
  - *4 passport photograph*
  - *Filled and signed summer practice book that can be provided from [https://fde.metu.edu.tr/tr/system/files/staj\\_rehberi.pdf](https://fde.metu.edu.tr/tr/system/files/staj_rehberi.pdf)*
  - *2 copies of summer practice application form approved by both department and the factory*
  - *General insurance form that you have from your family (fill the relevant form according to whether you have insurance)*
  - *Intern information form*
  - *KZSO-SA01-F04 Intern student information form (should be submitted as a soft copy by USB, hard copy will not be accepted)*
  - *Disclosure and Responsibility Statement – COVID19*
  - *Document on COVID19 Prevention – COVID19*
9. If requested, you can offer summer practice application form as the document which shows that summer practice compulsory.

10. Statement of insurance will be sent you via email 3 days before the beginning of your summer practice.  
It would not be possible to provide it before that date.
11. Fill the summer practice survey during your internship and submit along with your summer practice report at the specified date in the semester.
12. Last date for summer practice application document submission is to be announced.
13. You can reach responsible assistants for the questions related to summer practice reports, but please contact Mukaddes Ünver (Administrative Floor, Room no: 123) for the rest work.
14. The summer practice report must be uploaded to ODTUCLASS in **WORD** format for 2021-2022 Spring semester.
15. If the documents (Summer Practice Book and ABET Survey) to be submitted to the head of the department are sent via post (cargo), tracking of the mail is in student's responsibility.

### **Contact Information**

<b>Staff</b>	<b>Email</b>	<b>Office</b>	<b>Tel.</b>
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