**2022-2023 SPRING SEMESTER**

**ITEC403 GRADUATION PROJECT ORIENTATION**

**Project Topic: Internship Management System**

A web-based internship management system must be developed for this project. Internship management system is a comprehensive tool for coordinating an internship with the goal of facilitating continuous communication between the departmental internship coordinator, internship supervisor of the company and the student.

The list of instructions and the minimum requirements of the project are provided below.

1. Student fills and submits the “[Internship Application Form](1-ITEC400ApplicationForm.docx)”. There should be 2 options for the duration: 20 (partial) and 40 (full) working days.
2. The application could be confirmed, refused or deleted by the departmental internship coordinator. Once it is confirmed, an account is created for the internship supervisor of the company.
3. Internship supervisor fills and prints the “[Internship Confirmation Form](2-ITEC400ConfirmationForm.docx)”. Then, the document is signed, stamped, scanned and uploaded to the system by the internship supervisor of the company.
4. If the internship company is in TRNC or Turkey, according to the regulations of these countries, student fills the “[Social Insurance Form](3-ITEC400InsuranceForm.docx)” and prints 3 copies. After they are signed by the trainee and internship supervisor of the company, they should be submitted to the departmental internship coordinator together with 3 copies of the identity card/passport, and the receipt from the bank. For other countries, there is no need to fill an insurance form.
5. The uploaded documents could be confirmed, refused or deleted by the departmental internship coordinator. Once the officially stamped and uploaded document at step 3 and for those who will do their internship in TRNC or Turkey, the social insurance form submitted at step 4 are confirmed, the system gives access to student to fill and submit the work done on a [daily basis (logbook)](4-ITEC400DailyLogbook.docx).
6. At the end of the internship period, internship supervisor of the company [evaluates the student](5-ITEC400SupervisorEvaluation.docx) and confirms/declines the work done by the student at the company based on the logbook details.
7. The evaluation result could be confirmed or refused by the departmental internship coordinator. Once it is confirmed, student writes a report and submits it to the system before the announced deadline.
8. Departmental internship coordinator reads the report, considers the presentation, [evaluates the student](6-ITEC400CoordinatorEvaluation.docx) and assign a grade: (S) Satisfactory or (U) Unsatisfactory.

Important notes:

* System must be multilingual: English and Turkish.
* A web page displaying the details about successfully completed internships like “Name of the Company”, “Country of the Company”, “City of the Company”, “Working Field of the Company”, “Year”, etc. must be made public to everyone. Filtering could be applied on the fields of this page to limit the number of displayed results on the page.
* Departmental internship coordinator can add/delete/update announcements.
* Departmental internship coordinator can display all the details of all internees available in the database. Filtering could be applied on different fields to limit the displayed results on the page.
* Notification messages must be sent to the students and internship supervisor of the company when departmental internship coordinator confirms/refuses/deletes an application or uploaded document.