**REPUBLIC OF TURKEY**

**SAKARYA UNIVERSITY**

**BUSINESS SCHOOL**

**WORKPLACE PRACTICE COURSE INSTRUCTIONS**

**FIRST CHAPTER**

**Purpose, Scope, Basis and Definitions**

**Purpose**

ARTICLE 1: The purpose of the Workplace Practice is to students of Business School;

1. to provide the opportunity to reinforce the knowledge and experience gained during their education,
2. to gain the ability to use and apply the theoretical and practical knowledge they have acquired,
3. to provide the opportunity to improve their employability skills,
4. to gain the habit of doing business together by acting in a team spirit in the institutions where they make professional practices,
5. to provide the opportunity to follow the developments in the sector,
6. to provide the opportunity to be employed in the same workplace after the application is completed.

**Scope**

ARTICLE 2: This directive covers the practices and principles related to the workplace

training that Sakarya University Business School students will do at home and abroad.

**Basis**

ARTICLE 3: This directive; has been prepared on the basis of the Vocational Education Law numbered 3308, the 62-64 articles of the Law numbered 6111, the additional article 23 of the Higher Education Law numbered 2547, the Sakarya University Bachelor and Associate Degree Education and Examination Regulation and the provisions of the Higher Education Institutions Student Discipline Regulation.

**Definitions**

ARTICLE 4: Mentioned in this directive;

1. The workplace, defines the private, public, autonomous and supra-international institutions and organizations established in Turkey or abroad, where the necessary measures are taken in the field of occupational health and occupational safety, in order to consolidate the knowledge and experience gained by students of business school during their education under the name of the **"Workplace Practice"** course.
2. Workplace Practice, is a supervised education organized in order for students to gain experience about the practices and processes of the workplaces in the field they study, using the knowledge and skills they have acquired during their education.
3. The Dean of the School is the highest level authority and manager responsible for the initiation, maintenance and completion of the workplace practice in the departments of the school in accordance with the regulations specified in the Basis section and the principles of this Directive.
4. School Workplace Practice Coordinator is the Vice Dean responsible for coordinating the school students' workplace practice in line with this directive.
5. The Faculty Workplace Practice Board, is a board consisting of the Dean, Vice Deans and Department Heads to determine the principles of the students' workplace practice at the school.
6. Departmental Workplace Practice Commission, is a commission consisting of three faculty members under the direction of the Head of Department to carry out and manage the Workplace Practice procedures.
7. Inspector Instructor, defines the instructors assigned by the Department Head, in charge of determining study areas, planning, coordination, implementation and monitoring of education in the enterprises where the Workplace Practice will be done.
8. The Workplace Manager, is the authorized person who signed the Workplace Practice Protocol on behalf of the institution or organization to which the Workplace Practice Course will be applied.
9. Workplace Practice Officer, is a person who has the professional competence in accordance with the relevant program in the workplace, is responsible for the education of the students, knows and applies vocational training methods and techniques, and graduates from a minimum undergraduate level.
10. The Practice Report, is the report prepared by the relevant student, covering the work and procedures performed during the Workplace Practice within the framework of the principles specified in this directive.

**SECOND CHAPTER**

**Duties, Authorities and Responsibilities**

**Duties of the Dean of the School**

ARTICLE 5: The Dean of the School is the top official and manager of the Workplace Application organization and her/his duties are as follows:

1. Establishing the School Workplace Practice Board and assigning the coordinator,
2. Corresponding with the institutions to be implemented in the Workplace Practice and organizing the meetings,
3. To approve the Workplace Practice Protocols to be made with the workplaces,
4. During the Workplace Practice, it is to gather the Faculty Workplace Practice Board to evaluate the problems coming from the instructors, the workplace practice responsible and the students.

**Duties of the School Workplace Practice Coordinator**

ARTICLE 6: The duties of the School Workplace Practice Course Coordinator are as

follows:

1. To ensure coordination on Workplace Practice,
2. To lead the solution of problems related to Workplace Practice,
3. Planning the insurance procedures of the students who will do the Workplace Practice.

**Duties of the School Workplace Practice Board**

ARTICLE 7: Duties of the School Workplace Practice Board are to determine the principles of the Workplace Practice.

**Duties of the Departmental Workplace Practice Commission**

ARTICLE 8: Duties of the Departmental Workplace Practice Commission:

1. To determine the criteria of the workplaces where students will get training,
2. Ensuring that students are given orientation training before the Workplace Practice,
3. Planning workplace visits
4. To solve the problems that may arise in relation to the Workplace Practice and to convey the unsolved problems to the Faculty Workplace Practice Coordinator

**Duties of the Inspector Instructor**

ARTICLE 9: The duties of the inspector instructor are as follows:

1. To ensure that the workplace practice is carried out in coordination with the department and workplaces,
2. To monitor the students who are intern within or outside the provincial borders,
3. To determine an appropriate monitoring method for abroad,
4. Preparing the Instructor Inspection Form at the end of each inspection,
5. Receiving the Workplace Practice Responsible Evaluation Form of the student who completes the Workplace Practice from the workplace.

**Responsibilities of the Workplace Manager**

ARTICLE 10: Responsibilities of the workplace manager about the workplace practice are

as follows:

1. Signing the Workplace Practice Protocol on behalf of the institution or organization where the Workplace Practice will be made,
2. To assign a Workplace Practice Officer so that the student can perform the Workplace Practice in accordance with the principles of this directive and workplace rules,
3. To enable the student to practice in the field of education.

**Duties of the Workplace Practice Officer**

ARTICLE 11: Duties of the workplace practice officer are as follows:

1. To ensure the reinforcement of the theoretical and practical knowledge and skills acquired by the students at the school with the application studies in the business environment,
2. To monitor the attendance of students who practice, to evaluate their excuse leaves and to record them in the attendance chart,
3. To inform the Inspector Instructor about the problems related to the Workplace Practice,
4. To inspect and approve the Practice Reports prepared by the student,
5. Delivering the evaluation form of the student who has completed the Workplace practice, together with the attendance sheet, to the Inspector Instructor in a sealed envelope,
6. To train students in accordance with the "Worker Health and Safety Legislation" and to provide personal protective equipment,
7. To meet the needs of students such as food, work clothes and service (within the bounds of possibility),
8. To fulfill the obligations stipulated in the Law against students,
9. To edit the Evaluation Form.

**THIRD CHAPTER**

**Principles of Workplace Practice Course, Student's Duties and Responsibilities**

**Workplace Practice Period**

ARTICLE 12: Workplace Practice within the semester cannot be less than 14 weeks during the 7th or 8th semester in accordance with the academic calendar.

**Compulsory Attendance**

ARTICLE 13: 80% attendance is required to the Workplace Practice Course.

**Workplaces**

ARTICLE 14: Students do the Workplace Practice in the workplaces determined with the proposal of the Head of Department and the approval of the Dean. Students approve the Workplace Practice Acceptance Form to their workplaces and submit it to the Head of Department.

**Workplace Practice Requirement**

MADDE 15: In order to start the Workplace Practice, the GPA must be at least 1.80.

**Student's Duties and Responsibilities**

ARTICLE 16: The workplace where the Workplace Practice will be made is found by the student. However, school and departmental bodies may also attempt to find a workplace within the framework of "best effort". With the signing of the workplace protocol, the work accident and occupational disease premiums of the students who attend the Workplace Practice Course in enterprises are paid by Sakarya University according to the SGK provisions.

Students doing Workplace Practice;

1. perform their duties with the occupational fields assigned to them in their workplaces.
2. In addition to the "Higher Education Institutions Student Discipline Regulations", they have to abide by the rules of the workplace where they attend the Workplace Practice Course regarding work, discipline, occupational health and safety.
3. notify all kinds of excuses and requests related to their education to the Workplace Practice Officer and the Inspector Instructor.
4. cannot change their workplaces without the knowledge of the Workplace Practice Officer and the Departmental Workplace Practice Commission.
5. have to use all kinds of tools and equipment with care. If they act on the contrary, they are held personally responsible for any accidents and damages that may arise.
6. cannot share with others the confidential commercial information, organizational structure, customer portfolio and documents they obtain in the business where they work.
7. In compulsory situations that require them to leave their workplace, they must obtain permission from the Workplace Practices Officer.
8. Students who do not attend the Workplace Practice Course without an excuse are considered unsuccessful in this course.
9. cannot participate in union activities during the Workplace Practice.
10. are obliged to turn their work in the workplace into Interim and Final

Implementation Reports and submit to the Inspector Instructor. The fact that the reports are based on plagiarism is the reason for failure.

**Executive**

ARTICLE 17: Classes can be divided or combined into student groups so that the monitoring and supervision of students during the Workplace Practice can be carried out in accordance with the purpose of the Workplace Practice Course. A responsible Instructor is assigned for each group formed.

**Evaluation**

ARTICLE 18: Workplace Practice Course is evaluated as sufficient / unsatisfactory (YT / YZ). To be successful, it is necessary to get at least 65 points out of 100.

When the Workplace Practice is completed; Students are subjected to an oral exam by the Departmental Workplace Practice Commission on specified dates. Final evaluation; The oral exam performance of the student is made according to the Workplace Practice Reports, the evaluation of the Workplace Education Officer and the Inspector Instructor Inspection Form.

Unsuccessful students must take the Workplace Practice course again. Repeated application is done in another business.

**Objection to Results**

ARTICLE 19: Objections to the evaluation results are subject to the provisions of "Sakarya University Undergraduate and Associate Degree Education and Examination Regulations".

**Force**

ARTICLE 20: The provisions of this Directive enter into force on the date it is accepted by the Sakarya University Senate.

**Executive**

ARTICLE 21: The provisions of this Directive are executed by the Dean of the Business

School.