

INTERNSHIP EVALUATION CRITERIA

The internship notebook to be prepared must contain the following information.

Notebook Format and Content

Category	Details	Points
Cover	Must use the officially issued cover by the Faculty with a windowed section and binding.	5
Inner Cover	The inner cover must include the Firat University emblem, the text “Firat University, Faculty of Technology” in bold and centered, and “INTERNSHIP COURSE FILE.” It should display the Department, Student Number, Name, Surname, and the month and year the notebook was prepared (visible from the transparent window).	5
Subsequent Page	A page signed and stamped by the Company/Institution Authority and approved by the Department’s Internship Committee, addressed to the Department of Forensic Informatics Engineering at Firat University.	5
Pages 1-3	The "INTERNSHIP PROTOCOL" document, signed and stamped by the Faculty Dean’s Office and Internship Manager.	5
Pages 4-5	The "INTERNSHIP RULES AND RESPONSIBILITIES AGREEMENT," signed by the Faculty-Industry Coordinator, student, and Internship Supervisor.	5
Daily Summary	A summary table detailing daily activities, including the week’s date range, with each table signed and stamped daily by the internship supervisor.	10
Contents Page	A table of contents specifying the sections and their corresponding page numbers.	5
Last Page	A reflection on the work completed during the internship, including its impact on the student.	5
Introduction	General information.	5
Company Introduction	A detailed introduction of the internship company (2-5 pages), including mission, vision, organizational chart, workflow, employee names and titles, and their responsibilities.	10
Daily Work Plan and Activities	Detailed daily accounts of tasks, challenges faced, solutions developed, tools/software used, and results. Includes additional details like images, diagrams, and descriptions of training sessions attended.	10
Writing Format	Can be handwritten or printed. If printed, it must meet the following: A4 paper, 3.5 cm margin on the left, 2.5 cm on other sides, 12 pt Times New Roman font, centered page numbers, bold uppercase main titles, bold initial caps for subheadings, and italicized tertiary headings.	10
Grammar and Spelling	Must adhere to Turkish language rules.	10
Animations and Simulations	A CD accompanying the notebook must include animations, simulations, videos, and audio recordings of the work done.	5

Interview Evaluation Criteria

Category	Details	Points
Relevance of Training	The alignment of the training received with current standards.	5
Presentation Quality	Visual appeal, consistent formatting, and color schemes.	10
Multimedia in Presentation	Inclusion of images, videos, audio, animations, and simulations.	15
Grammar and Spelling	Adherence to Turkish language rules.	10
Presentation Skills	Proficiency in Turkish and clarity of explanation.	10
Response to Jury Questions	Accuracy and confidence in addressing jury members' questions.	50

Key Points About the Internship

1. **Hands-On Experience:** Internships are not theoretical or academic training sessions. The time should focus on technical activities at the organization. Minor coursework or introductory company training may be acceptable.
2. **Prohibited Activities:** Solely learning a programming language or creating programs is not valid unless part of a broader project.
3. **Daily Notes:** Students must record activities daily and use them to prepare the internship notebook.
4. **Inactive Environments:** If there are no engineering tasks at the internship site, students must inform their supervisor or find another internship opportunity.
5. **Evaluation:** Internship notebooks are reviewed by the Department's Internship Committee.
6. **Technical Reporting:** Properly formatted, comprehensive, and clear reports are essential for successful internships.
7. **Authenticity:** Reports must reflect the actual work done and highlight contributions realistically. Misrepresentation will result in disqualification.
8. **Non-Working Days:** Official holidays and Sundays are not considered workdays.

Final Grade Calculation

The final grade is calculated using a formula (Equation 1), combining the Notebook and Interview scores. Based on the final grade, the number of repeat internship days is determined:

Final Grade	Repeat Internship Days
0-20	24 Workdays
21-30	18 Workdays
31-40	12 Workdays
41-50	6 Workdays
51-60	3 Workdays
61-70	1 Workday
70 and Above	0 Workdays (Pass)