# T.C.

ISTANBUL MEDIPOL UNIVERSITY

COLLEGE OF HEALTH SCIENCES

 DEPARTMENT OF CHILD DEVELOPMENT

 VOCATIONAL PRACTICE INSTRUCTION\*

FIRST SECTION

Aim, Scope, Base, and Definitions

Aim

**ARTICLE 1 -** (1) To determine the procedures and principles regarding the studies that Istanbul Medipol University College of Health Sciences, Department of Child Development students will apply in various institutions and organizations with the theoretical knowledge they have acquired from the courses related to the child development profession.

# Scope

**ARTICLE 2 -** (1) This Instruction covers the areas where students and instructors studying at the Department of Child Development, College of Health Sciences, Istanbul Medipol University will practice, their duties and responsibilities, and the principles in evaluating their practices.

# Base

**ARTICLE 3 -** (1) This Instruction has been prepared based on the Istanbul Medipol University Associate and Undergraduate Education Regulations.

# Definitions

**ARTICLE 4 -** (1) The definitions in this instruction refer to;

1. University: Istanbul Medipol University,
2. College: College of Health Sciences,
3. Director: Director of Istanbul Medipol University College of Health Sciences,
4. Head of Department: Head of the Department of Child Development at the College of Health Sciences,

 e) Responsible for implementation: Responsible for the course implemented in the relevant academic year

teaching staff or staff,

1. Implementation coordinator: Child development specialist of the institution where the application is made,
2. Application area: Expresses the official and private institutions or institutions where the application is

made.

# SECOND SECTION

Framework of Practice

**ARTICLE 5 -** (1) Students can apply in institutions and organizations recommended by the Department Head and deemed appropriate by the Vocational School Directorate.

1. Regarding the attendance requirement, Istanbul Medipol University Associate and Undergraduate Education Regulations and the decisions of the School Board of Directors are valid.
2. Unless students fail due to absenteeism, it is up to the department board's decision to repeat the applications of the courses they have retaken.
3. Make-up programs for students who are absent from the practices and whose excuses are accepted are arranged by the Clinical Practice Coordinator with the decision of the department board.

**ARTICLE 6-** (1) The duties and responsibilities of the student are listed below.

1. To comply with the working and safety rules, order and discipline of the institution where the application is made.
2. To fulfil the duties and responsibilities requested from them in the field of application.
3. To be in good and positive relations in the field of practice.
4. Taking care to use all kinds of tools and equipment carefully in the application area.
5. Participate in the application under the supervision of the application coordinator.
6. Not changing the application domain without the permission of the application principal.
7. Not leaving the application area without the permission of the application executive.
8. Preparing the Implementation Report and submitting it to the application supervisor.

**ARTICLE 7 -**(1) The duties and responsibilities of the implementation executive are listed below.

1. To adapt the student to the application area.
2. Helping the student develop attainable goals.
3. To provide learning opportunities to the student.
4. Being a role model in practice, guiding, observing and supervising.
5. Giving feedback on the student's performance in the field of practice.
6. To enable the student to make a developmental assessment, prepare and implement a development support program, and participate in case presentations and training in practice.
7. Filling the Student Evaluation Form and forwarding it to the application manager.

**ARTICLE 8 -** (1) The duties and responsibilities of the implementation supervisor are listed below.

1. To organize planning and programs that will facilitate student adaptation.
2. To be in constant communication with the student and the practitioner.
3. Counselling the practitioner for student guidance.
4. To examine the end-of-application evaluations of the application director and the student.
5. Evaluating the application forms and reports and giving feedback to the student.
6. To give feedback on the implementation at the end-of-term evaluation meetings. g) At the end of the application, the Student Evaluation Form and the Application Report

to give the application grade as a result of the oral, written exam, homework, project assignment and similar evaluations that it deems necessary

h) To make compensation programs for students whose excuses for absenteeism are accepted.

# THIRD SECTION

Evaluation of the Practice

**ARTICLE 10 -** (1) Evaluation of the application is done as follows.

1. The practitioner supervises and evaluates students in theoretical knowledge, practical skills, responsibility, working discipline, performance, communication, and continuity in their practice studies. The result is recorded on the Student Evaluation Form and delivered to the application supervisor in a sealed envelope.
2. Students prepare an Implementation Report regarding their application and submit it to the application supervisor.
3. The application grade is considered the midterm exam grade and is evaluated before the general exam when calculating the course success grade. If necessary, a midterm exam can be held by the decision of the department board to replace the application grade.
4. The student may object to material errors within five weekdays after the duly announcement of the exam results.

# FOURTH SECTION

Final Provisions

**ARTICLE 10** (1) For matters not covered in this Instruction, the provisions of the Istanbul Medipol University Associate and Undergraduate Education Regulations are valid.

**ARTICLE 11-** (1) This Instruction is applicable from the 2015-2016 academic year.

**Execution**

**ARTICLE 12 (1)** The provisions of this Instruction are executed by the Director.

\*It was accepted by the University Senate's decision dated 24/11/2015 and numbered 2015/32-04.