# T.C.

ISTANBUL MEDIPOL UNIVERSITY

SCHOOL OF COMMUNICATION

VOCATIONAL PRACTICE INSTRUCTION\*

Aim

**ARTICLE 1** – (1) The aim of this instruction is to reveal the procedures and principles for the vocational practice that the students of Istanbul Medipol University School of Communication will carry out within the scope of the elective course.

# Base

**ARTICLE 2** – (1) This instruction has been prepared based on the Istanbul Medipol University Associate and Undergraduate Education Regulations

**Scope**

**ARTICLE 3** – (1) It covers the students of the School of Communication who take the "Vocational practice" course, which is included in the curriculum of the School of Communication of Istanbul Medipol University and offered as an elective course, and the students of the other faculty who perform the MEP/Minor in the School of Communication.

# Definitions

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

1. **Vocational practice:** In institutions taken as an elective course and approved by the faculty vocational practice committee, **carried out within 20 working days** applies to increase professional knowledge and skills,
2. **Faculty Vocational practice Commission:** The faculty commission appointed by the School of Communications Dean's Office, which supervises the functioning of the vocational practice and evaluates the vocational practice reports,
3. **Department Vocational practice Coordinator:** The instructor who coordinates the vocational practice by communicating directly with the students of the department who perform the Vocational practice,
4. **Vocational Application Place:** Institutions (media organizations, municipalities, private sector institutions, advertising/public relations agencies, digital/social media agencies, event/organization companies, visual communication design companies, production/post-production companies, non-governmental organizations and/or Istanbul Medipol) University Media Center etc.),
5. **Vocational practice Period:** The application period (working days), which indicates how many days the professional application will take,
6. **Vocational practice File:** It refers to the file in which the student records all the work done during the vocational practice period.

# Vocational Practice Periods

**ARTICLE 5**

* 1. Students can choose their course in the elective course pool depending on the programme in the semester.
	2. **The vocational practice period is 20 working days**. Students who choose the vocational practice course are not limited to one semester (14 weeks) to complete 20 working days.
	3. The student can continue the vocational practice for more than 20 working days, but this period is considered as voluntary vocational practice.
	4. Vocational practice is carried out in a way that does not disrupt the courses and before the course selection period of the next academic year, in a way that allows entering the vocational practice success status into the system.
	5. Continuation of vocational practice is mandatory. A student who does not regularly continue his vocational practice without a valid excuse and whose absenteeism rate exceeds

%10 of the vocational practice period is considered unsuccessful. In this case, the student retakes the vocational practice course.

* 1. Students who have a valid excuse (health, overseas travel, etc.) to prevent them from practising during their vocational practice are required to report this situation to the faculty vocational practice commission with a document.
	2. During their vocational practice, students comply with the provisions of the Higher Education Institutions Student Discipline Regulation; must comply with the working principles, working conditions, discipline and occupational safety rules of the institution where they perform their vocational practice, and the relevant legal legislation.
	3. The university is not responsible for the students may cause in the institutions where they practice.

# Vocational Practice Place

**ARTICLE 6**

1. Vocational practice is carried out in institutions that meet the criteria determined by the faculty vocational practice commission.
2. The place of vocational practice will be found by the student himself. The student applies to the institution where the vocational practice will be made, with the "document on the need for vocational practice" (Appendix 1) obtained from the school.
3. The student cannot practice in the institutions of their first degree relatives. Otherwise, the student's professional practise is considered unsuccessful.
4. Vocational practice begins after the department's vocational practice coordinator approves the institution where the vocational practice will be done.
5. The form, which includes the place where the vocational practice will be done and the date ranges where the vocational practice will be made, **at least twenty days in advance,** must be submitted to the department vocational practice coordinator. Vocational practice procedures are not initiated for those who do not submit their form within due time.
6. The place of vocational practice cannot be changed unless there are mandatory conditions.
7. When necessary, the change of vocational practice is subject to the approval of the department's vocational practice coordinator.
8. Problems that may arise during vocational practice must be reported to the department vocational practice coordinator.
9. The vocational practice coordinator of the department can supervise the students who practice vocational practice at the workplaces where they perform their vocational practice.
10. The official of the institution where the vocational practice is carried out evaluates the vocational practice performance of the student by filling in the vocational practice file of the student doing the vocational practice.

# Faculty Vocational Practice Committee

**ARTICLE 8-**

1. The faculty vocational practice committee consists of the heads of the departments or a faculty member to be proposed by the head of the department.
2. The faculty vocational practice commission works in coordination with the department's professional practise coordinators.
3. Faculty vocational practice commission; It determines the criteria to be sought in vocational practice places, the success criteria of vocational practice and the rules to be followed during vocational practice.
4. The commission may change the institution where the student practices professionally or terminate the student's vocational practice when it deems necessary.
5. The commission may revise the points it deems necessary in the vocational practice process by evaluating the information coming from the department vocational practice coordinator.
6. The commission discusses and decides on the requests and requests from the department vocational practice coordinator.
7. The vocational practice success of the student is evaluated by examining the professional application files and conducting an oral interview.
8. If the commission determines that the student has acted against the ethical and disciplinary rules during vocational practice, it must notify the department chair and the dean's office.

# Vocational Practice Evaluation

**ARTICLE 9** – (1) The vocational practice of the student is carried out by the preparation and follow-up of the documents in the annex of the directive (Annex 1-9) by the relevant parties in accordance with the principles stated below.

# Vocational practice Evaluation Report

* 1. The vocational practice success of the student is evaluated according to the vocational practice report that will be entered in the vocational practice file.
	2. The student's vocational practice file is reviewed and approved by the manager of the institution where they practice vocational practice.
	3. Vocational practice files that the institution manager does not approve are not considered and are considered invalid.
	4. The student delivers the vocational practice file in a sealed envelope to the department vocational practice coordinator.
	5. The presentation section of the vocational practice file contains the following information:
		1. Name and surname of the student who submitted the report,
		2. The full title and address of the workplace where the vocational practice is done,
		3. Information on the authority of the institution where the vocational practice is carried out,
		4. In which date range the vocational practice was done.
	6. The following points should be stated in the report to be written by the student who has completed their vocational practice:
		1. General introduction of the business or institution where vocational practice is done,
		2. Definitions of work done in vocational practice,
		3. What vocational practice brings to the student,
		4. Opinions about the positive and negative aspects of vocational practice, if any,
		5. A variety of materials (if any) to supplement the topics learned.
	7. The form for the work done in the vocational practice report will be filled in separately for each day and signed/initialled by the institution's official responsible for vocational practice and the vocational practice coordinator of the department.
	8. The evaluation form and the vocational practice report from the institution are delivered to the faculty vocational practice commission after being checked by the vocational practice coordinator of the relevant department, contacting the workplace representative if necessary.
	9. If the faculty vocational practice committee finds any deficiencies in the vocational practice book, students are given an additional one week to correct their reports and complete the deficiencies, and they are asked to submit the new vocational practice file within one week.

# Commission Evaluation

1. The student's vocational practice performance is evaluated by the faculty vocational practice committee.
2. The faculty vocational practice commission evaluation report is signed by the members of the vocational practice commission.
3. While evaluating the vocational practice file, the opinions of the vocational practice coordinator of the department and the official of the institution where the vocational practice is carried out are sought when necessary.
4. Vocational practice notebooks that are incomplete or incorrectly filled and incomplete institutional approval are not taken into consideration.
5. The student who completes their vocational practice and submits their file to the faculty vocational practice commission is subjected to an oral interview to measure the professional knowledge and skill acquired in vocational practice. As a result of the interview, the success status of the students is processed to the system as **SUCCESSFUL-FAIL**.
6. Unsuccessful students retake the vocational practice course. Students who choose this course and fail are deemed not to have fulfilled the graduation requirement.

# Exemption

**ARTICLE 10** – (1) There is no exemption from vocational practice. If the student chooses this elective course, they have to do vocational practice.

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**ARTICLE 11** – (1) Istanbul Medipol University Associate and Undergraduate Education Regulations and other relevant legislations are applied to the matters not included in this instruction.

# Enforcement

**ARTICLE 12** – (1) This instruction enters into force from the date it is accepted by the Istanbul Medipol University Senate.

# Execution

**ARTICLE 13** – (1) This instruction is executed by the Dean of Istanbul Medipol University School of Communication.

\*Accepted by the University Senate's decision dated 25/12/2018 and numbered 2018/38-01.