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ISTANBUL MEDIPOL UNIVERSITY

SCHOOL OF HEALTH SCIENCES

DEPARTMENT OF CHILD DEVELOPMENT

VOCATIONAL PRACTICE INSTRUCTION\*

Aim, Scope, Base and Definitions

**ARTICLE 1 -** (1) To determine the procedures and principles regarding the studies that Istanbul Medipol University School of Health Sciences Child Development Department 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, School of Health Sciences, Istanbul Medipol University will practice, their duties and responsibilities there and the principles in the evaluation of their practices.

# Base

**ARTICLE 3-** (1) This Instruction has been prepared based on 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. School: School of Health Sciences,
3. Dean: Dean of Istanbul Medipol University School of Health Sciences,
4. Head of Department: Head of the Department of Child Development at the School of Health Sciences,

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

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 Application

**ARTICLE 5 - (**1) Students can make their applications in institutions and organizations recommended by the Department Chair and approved by the School of Dean.

**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 Application Report and submitting it to the application supervisor.

**ARTICLE 7 –**(1) The duties and responsibilities of the practice 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, to prepare and implement a development support program, and to participate in case presentations and training in the field of 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 executive.
3. Counselling the executive 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 practice at the end-of-term evaluation meetings.
7. At the end of the application, to examine the Student Evaluation Form and the Clinical Application Evaluation File and give the application grade as a result of the oral, written exams, homework, project assignments and similar evaluations deemed necessary.

# Evaluation of the Practice

**ARTICLE 9 -** (1) Evaluation of the practice is done as follows.

* 1. Students are supervised and evaluated by the practitioner in terms of 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 practice supervisor in a sealed envelope.
	2. Students prepare an Implementation Report regarding their application and submit it to the practice supervisor.
	3. When calculating the course success grade, the application grade is considered the midterm exam grade and is evaluated before the general exam. If the department board deems it necessary, a midterm exam can be held instead of the application grade.
	4. The student may object to material errors within five weekdays after the duly announcement of the exam results.

# THIRD SECTION

Application period and Requirements

**ARTICLE 10 –** (1) Application periods are announced at the beginning of the academic year.

1. The provisions of the Istanbul Medipol University Associate and Undergraduate Education Regulations and the decisions of the university senate are valid for the attendance requirement.
2. If the student fulfils the attendance requirement, even if they fail, they do not have to repeat the course application.
3. Make-up programs for students whose application period is insufficient and whose excuses are accepted are arranged by the Clinical Practice Coordinator with the decision of the department board.
4. Four practice hours are calculated as one credit hour.
5. Students are obliged to comply with the dress code required by profession in clinical practices.

# FOURTH SECTION

Final Provisions

**ARTICLE 11-** (1) The provisions of the relevant legislation are valid for matters not included in this instruction.

**ARTICLE 12-** (1) This Instruction is applicable from the 2014-2015 academic year.

**Execution**

**ARTICLE 13 -** (1) The provisions of this instruction are executed by the Dean.

\*Accepted by the University Senate's decision dated 10/02/2015 and numbered 2015/06-01.