# T.C.

ISTANBUL MEDIPOL UNIVERSITY

VOCATIONAL SCHOOL OF SOCIAL SCIENCES

VOCATIONAL PRACTICE INSTRUCTION\*

Aim, Scope, Base and Definitions

Aim

**ARTICLE 1-** (1) The aim of this instruction is that students studying at Vocational School of Social Sciences; To define the principles of vocational practice they will do in domestic and foreign institutions and organizations to improve their professional knowledge and skills by reinforcing the theoretical knowledge and experience they have gained during their education and to determine the principles and criteria to be applied in the evaluation of the success of the student.

# Scope

**ARTICLE 2**- (1) This instruction covers the procedures and principles regarding the vocational practice carried out in the Vocational School of Social Sciences programmemes that have the "Vocational practice" course in their curriculum.

# Base

**ARTICLE 3**- (1) This instruction has been prepared based on the provisions of the Istanbul Medipol University Associate and Undergraduate Education Regulations published in the Official Gazette dated 10 December 2018 and numbered 30621.

# Definitions

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

1. Vocational School: Vocational School of Social Sciences
2. MEDİGEM: Medipol Business Development Center
3. Workplace: The public place where students practice within the scope of vocational practice course

/ private institutions and organizations,

1. Vocational School Board of Directors: Vocational School of Social Sciences

Board of Directors,

1. Directorate: Social Sciences Vocational School Directorate
2. Director: Director of Vocational School of Social Sciences,
3. Instructor: Social Sciences Vocational School instructors,
4. Head of the Programme: Heads of programmemes of Vocational School of Social Sciences,
5. Programme Vocational practice Commission: Vocational School of Social Sciences Programme Vocational practice Commission,
6. Vocational practice Advisor: Vocational School of Social Sciences Vocational practice advisors,
7. Vocational practice Mentor: The employee of the institution/organization who is assigned by the institution or organization where the Vocational practice is done, who will provide professional counselling to the student at the workplace and evaluate the success in the workplace on behalf of the workplace,
8. Vocational practice Directive: Vocational School of Social Sciences Vocational practice Instruction,
9. Vocational practice Documents: The vocational practice attached to this instruction all documents pertaining to the process,

# Programme Vocational Practice Commission

**ARTICLE 5-** (1) For each programme that has a "vocational practice" course in its curriculum; It consists of a total of 3 (three) people, one instructor and one Vocational practice Advisor, under the chairmanship of the Programme Head or an instructor from the relevant programme. Programme Vocational practice Commission consists of persons appointed by the Vocational School Administrative Board. Programme Vocational practice Commission;

1. It makes the necessary arrangements regarding the vocational practice process, follows the process, and helps to solve the problems experienced.
2. Together with the Head of the Programme concerned, it determines the period of compulsory vocational practice, where necessary.

# Vocational Practice Advisor

**ARTICLE 6-** (1) Vocational Practice Advisor appointed by the Vocational School Board of Directors; Is responsible for the identification, distribution, inspection of workplaces and the control and evaluation of the documents filled in the MEDİGEM system regarding the completed vocational practice process.

Vocational practice Advisor;

* 1. Informs the students of the relevant programme about the process, legislation and MEDIGEM system by organizing a vocational practice seminar at least once a year.
  2. Verifies the suitability of the workplace where the student will practice to the programme studied.
  3. Meets with the student on the university campus once a week collects feedback on the process and answers students' questions.
  4. Students whose professional application dates or workplaces have been changed due to valid excuses notify the Programme Vocational practice Commission and the Directorate in writing.
  5. Supervises students at work during the vocational practice period. Students who do sectoral practice outside the city or abroad are supervised using telephone and similar communication tools.
  6. Checks the vocational practice documents filled by the students through the MEDIGEM system; accept/reject or give correction.
  7. Evaluates the vocational practice process of the students and, as a result of the evaluation, records students' grades on MEBIS as successful/unsuccessful.

# Vocational Practice Mentor

**ARTICLE 7-** (1) The Vocational practice Mentor, appointed by the workplace where the vocational practice is done, is responsible for supporting the student in the vocational practice process during the relevant semester and evaluating the student's practice at the end of the semester.

Vocational practice Mentor;

1. During the week, they have one-on-one meetings with the student.
2. Approves the student's weekly and daily reports through the MEDIGEM system.
3. Checks the suitability of the vocational practice documents entered by the student in the system

and grades the student at the end of the semester.

1. As a result of the student's absence without an excuse or acting against the workplace rules, they evaluate the student through the system without waiting for the end of the semester.

# Nature of Vocational Practice

**ARTICLE 8-** (1) It is compulsory for students to practice professionally in accordance with the provisions of this instruction. However, students who are unable to practice their profession due to any excuse submit their excuses in writing to the Directorate at the latest one month

Before starting the semester in which the vocational practice course is offered, excuses must be given to the Directorate. The vocational practice obligations of the students whose reasons are valid due to the evaluation made by the Directorate are eliminated. Instead of vocational practice courses, these students are given elective courses depending on the programme determined by the Programme Vocational practice Commission.

1. If students do not start, continue or complete their vocational practice on the dates specified in the vocational practice calendar, they are considered "unsuccessful" in this course and have to repeat this course in the following vocational practice period. Students who do not complete the vocational practice course cannot be awarded a diploma.
2. Students' vocational practice days cannot coincide with the course days/times that require attendance.
3. Students cannot choose more than one "Vocational practice" course in the same semester.
4. After completing their vocational practice, students must complete their vocational practice documents online through the MEDİGEM system within 5 (five) weekdays.

# Vocational Practice Time and Duration

**ARTICLE 9-** (1) Vocational practice must be carried out in a public or private institution/organization for at least 36 (thirty-six) weekdays during 12 (twelve) weeks in accordance with the curriculum.

1. During the vocational practice period, in cases such as illness or loss of a first-degree relative, vocational practice can be suspended for a maximum of 3 (three) weekdays, provided that it is documented and with the approval of the workplace. Missing days must be completed in the same workplace and the same period after vocational practice. Provided that it does not exceed the period specified during the vocational practice, documents such as excuse leave or health report must be submitted to the workplace and the Vocational practice Advisor within a maximum 3 (three) weekdays as of the start date of the document.
2. Situations of students whose excuses exceed 3 (three) weekdays are evaluated by the Programme Vocational practice Commission.
3. Students must complete their vocational practice in the same workplace. However, in cases of force majeure such as strikes or lockouts, earthquakes, fires, floods and natural disasters in the workplace where the student is practising, students can continue their vocational practice in another workplace with the approval of the Vocational practice Advisor.

# Vocational Practice Places

**ARTICLE 10-** (1) The suitability of the workplaces where the student will practice is approved by the Vocational practice Advisor, taking into account the characteristics and needs of each programme.

(2) Vocational practice is completed in the same workplace and within the specified periods.

# Vocational Practice Abroad

**ARTICLE 11-** (1) Students can learn their vocational practices within the periods specified in the vocational practice calendar; With the approval of the Programme Vocational practice Commission, they can do so in institutions and organizations operating abroad related to their programmemes, which they find as a result of their initiative.

1. Students can prepare their vocational practice documents in the mother tongue of the country where they practice. In this case, the documents must be submitted to the Sectoral Practice Advisor with their notarized translation.
2. In the case of vocational practice abroad, insurance expenses are covered by the student.

# Duties and Responsibilities of Students Taking Vocational Practice Course

**ARTICLE 12 –** (1) The duties and responsibilities of the students doing vocational practice are as follows:

1. It is the student's responsibility to find the workplace where they will practice professionally. The Vocational practice Advisor decides whether the workplace provided by the students is suitable or not within the framework of the principles applied in the relevant programme.
2. Students have to complete their vocational practices in the workplaces where the first practice was started. Vocational practice cannot be interrupted, and the workplace cannot be changed without informing the Vocational practice Advisor. In the case where students decide they will not reach their goal ,

they can change their workplace by taking the opinion and approval of the relevant Vocational practice Advisor.

1. During the sectoral practice, students are obliged to monitor the work and implement it when necessary. They are responsible for all professional activities carried out in the units where they practice sectoral practice.
2. They have to complete the work given in the workplace entirely and on time.
3. Students have to comply with all the rules and legislation of the workplace where they will make sectoral practice, especially the start and end hours of the working hours, and the Higher Education Institutions Student Discipline Regulation.
4. The student cannot leave the workplace without permission.
5. The student cannot participate in union activities in the workplace where they practice professionally.
6. Students do their work following their study programme daily and

are obliged to fill in weekly through the MEDIGEM system.

1. At the end of their vocational practice, students are responsible for completing all of their vocational practice documents on time through the MEDIGEM system and, if necessary, fulfilling the correction decision given by the Vocational practice Advisor.

# Vocational Practice Documents

**ARTICLE 13-** (1) The student who will carry out vocational practice fills in the relevant documents online, following the times specified in the vocational practice calendar, through the MEDİGEM system. However, in some exceptional cases, such as problems with the system, the Vocational practice Advisor may ask the student to fill in these documents and hand them over.

Vocational practice Documents are as follows:

* 1. Vocational practice Notification and Approval Form *(Annex 1)*
  2. Commitment (SGK Status Notification Form Regarding the Student's Family) *(Annex-2)*
  3. Weekly Vocational practice Report *(Annex-3)*
  4. Daily Vocational practice Report *(Annex-4)*
  5. Student Inspection Form *(Annex-5)*
  6. General Report on the Institution *(Annex-6)*
  7. Student's Institution Evaluation Form *(Annex-7)*
  8. Institution's Student Evaluation Form *(Annex-8)*
  9. Student Vocational practice Evaluation Form *(Annex-9)* **Documents to be prepared before starting vocational practice;**

1. *Vocational practice Notification and Approval Form (Annex-1):* It is written by the Directorate and given to the student to be sent to the institution where the vocational practice will be done. It states that the vocational practice to be made by the student is official. Between the dates of the student's vocational practice, the work accident and occupational disease insurance premium

Declares that it will be paid by the University. It gives general information to the institution about the vocational practice process of the student. The student takes this letter to the workplace where they will practice. If the information in the letter is approved and the student is accepted to the workplace, the "Approval Letter" and mentor (workplace supervisor) information in the continuation of the letter is filled in by the workplace authority where the vocational practice will be done, and the document is signed and stamped. This form is hand-delivered by the student to the Vocational practice Advisor.

1. *Commitment (SGK Status Notification Form Regarding the Student's Family) (Annex-2):* It determines whether the students have any social security before SGK. The student gives this form to the Vocational practice Advisor. This form is hand-delivered by the student to the Vocational practice Advisor.

# Documents to be filled during the Vocational Practice Period;

1. *Weekly Vocational practice Report (Annex-3):* It is a weekly report in which the student summarizes the work done daily. This report is filled in by the student through the MEDİGEM system and approved by the Vocational practice Mentor at the workplace through the same system.
2. *Daily Vocational practice Report (Annex-4):* The student specifies his daily work in this form in detail. If necessary, he can add the documents showing his work at the workplace to the MEDIGEM system. This report is filled in by the student through the MEDİGEM system and approved by the Vocational practice Mentor at the workplace through the same system.
3. *Student Supervision Form (Annex-5):* It is the document to be prepared by the Vocational practice Advisor regarding the supervision of the student's workplace. This form is filled by the Vocational practice Advisor over the MEDİGEM system.

# Documents to be Prepared after the Vocational Practice is over;

1. *General Report on the Institution (Annex-6):* It includes basic information such as the institution's history, its management style, organizational structure, fields of activity and affiliated businesses. The student fills this report through the MEDIGEM system.
2. *Student Institution Evaluation Form (Annex-7):* The student's thoughts and evaluations about the institution where they practise professionally are included. This form is filled by the student through the MEDIGEM system.
3. *Institution's Student Evaluation Form (Annex-8*): This form includes the institution's thoughts and evaluations about the student. This form is filled and graded by the Vocational practice Mentor through the MEDIGEM system.

# Documents to be prepared by the Programme Vocational Practice Commission;

a) *Student Vocational practice Evaluation Form (Annex-9):* The Vocational Practice Advisor evaluates the student at the end of the vocational practice process. This form is filled by the Vocational practice Advisor over the MEDİGEM system.

# Evaluation of Vocational Practice

**ARTICLE 14-** (1) The suitability and success of the vocational practice made by the Professional School students are made by the Vocational practice Mentor and the Vocational practice Advisor.

1. First stage evaluation; In the Institution's Student Evaluation Form prepared by the Vocational School by the Vocational Practice Mentor appointed by the institution at the workplace *(Annex-8)* done as specified. The student who does not get a passing grade as stated in the form repeats the vocational practice course.
2. Second stage evaluation; In the Student Vocational practice Evaluation Form prepared by the Professional School by the Vocational practice Advisor *(Annex-9)* done as specified. The student who does not get a passing grade as stated in the form repeats the vocational practice course.
3. When calculating the student's vocational practice grade, 30% of the Vocational practice Mentor assessment and 70% of the Vocational practice Advisor assessment are added. Students with a grade point average of 60 (sixty) and above are considered successful. Students whose grade point average is below 60 (sixty) are considered "unsuccessful" and repeat the vocational practice course.
4. The student's vocational practice evaluation is entered in the "Transcript List" in MEBIS as Successful or Unsuccessful. Vocational practice evaluation is not taken into account in GPA calculations.
5. A student who does not fill in the vocational practice documents through the MEDIGEM system within the time limit is deemed not to have done any vocational practice and repeats the course.
6. The Vocational practice Counselor checks the documents filled in the MEDİGEM system within 10 (ten) working days and accepts/rejects or requests correction.
7. In case of deficiencies or mistakes in vocational practice documents, at the latest

Within 5 (five) weekdays, the student has to make the requested correction (once only); otherwise, his vocational practice is denied. This situation is filled by the Vocational Practice Advisor of the student through the MEDİGEM system and reported to the Programme Vocational practice Commission.

1. As a result of the examination of the vocational practice documents, an investigation is opened against the students who are determined to have prepared and approved their vocational practice documents through the MEDİGEM system. However, they do not continue their vocational practice within the Higher Education Institutions Student Disciplinary Regulation framework.

# Exemption

**ARTICLE 15-** (1) If the students certify the vocational practices they have achieved while studying at a higher education institution before, whether they will be exempted from vocational practice is decided upon the recommendation of the Programme Professional Commission and the approval of the Professional School Administrative Board.

# Storage of the Vocational Practice Documents

**ARTICLE 16-** (1) Written vocational practice documents of students whose vocational practices are deemed successful *(Annex-1, Annex-2)* Vocational practice documents filled online by the Vocational Practice Advisor are kept by the MEDİGEM system for 2 (two) years, starting from the date of acceptance of the student's vocational practice. Vocational practice documents, whose storage period has expired, are exterminated by keeping a report deemed appropriate by the Programme Presidency.

(2) Starting from the acceptance date of the sectoral practice, student objections regarding the sectoral practice made at the end of 2 (two) years are not accepted in any way.

# Final Provisions

**ARTICLE 17-** (1) In cases where there is no provision in this instruction, "Istanbul Medipol University Associate and Undergraduate Education Regulations" and Senate decisions and other legislation provisions are applied.

**ARTICLE 18-** (1) This instruction enter into force to be implemented from the 2018-2019 Academic Year.

**ARTICLE 19-** (1) This instruction enters into force from the date the Istanbul Medipol University Senate approves it.

**ARTICLE 20-** (1) The provisions of this instruction are executed by the Director of the Vocational School of Social Sciences of Istanbul Medipol University.

\*Accepted by the University Senate's decision dated 10/04/2019 and numbered 2019/04-01.

# (ANNEX-1)

VOCATİONAL PRACTICE NOTIFICATION AND APPROVAL FORM TO RELEVANT AUTHORITY

…………………………………………………………..………………………….

Istanbul Medipol University Vocational School of Social Sciences ………………………...………. Our student named ……………….………………………………..……………… from the students of the programme

is obliged to carry out vocational practice for at least 36 (thirty-six) weekdays during 12 (twelve) weeks between the dates ……………………. Work accident and professional disease insurance premiums between the dates of vocational practice of the relevant student will be paid by our University.

In the vocational practice process, the student's success evaluation will be carried out by a mentor (workplace manager) appointed by you and the academic advisor at our University. In this regard, if it is deemed appropriate for our student to carry out vocational practice at your institution, I request/request that the following approval form and the information of the mentor (workplace manager) be determined by you to evaluate the student be filled in completely and sent to us with our student.

Sincerely,

Assoc. Prof. Rana ATABAY KUŞÇU

Director

# ISTANBUL MEDIPOL UNIVERSITY

TO THE DIRECTORATE OF THE VOCATIONAL SCHOOL OF SOCIAL SCIENCES,

Istanbul Medipol University Vocational School of Social Sciences ………………………...………. Among the students of the programme, …………………, …………………….………….. has been deemed appropriate to practice in our institution between the specified dates; Mentor (workplace director) information is presented below.

# Company Official; Name Surname / Position:

Date / Signature and Institution Stamp:

|  |  |
| --- | --- |
| INFORMATION OF THE INSTITUTIONAL AND STUDENT MENTOR (WORKPLACE RESPONSIBLE) | |
| INSTITUTION NAME |  |
| THE DEPARTMENT WHERE THE STUDENT IS ACCEPTED TO VOCATİONAL PRACTİCE |  |
| Address of the Institution |  |
| Institution phone |  |
| MENTOR NAME SURNAME |  |
| MENTOR TASK / POSITION |  |
| MENTOR E-MAIL ADDRESS |  |
| MENTOR MOBILE PHONE |  |

(ANNEX-2)

COMMITMENT

ISTANBUL MEDIPOL UNIVERSITY

TO THE DIRECTORATE OF THE VOCATIONAL SCHOOL OF SOCIAL SCIENCES,

INFORMATION FORM FOR THE STUDENTS DOING VOCATIONAL PRACTICE WITHIN THE SCOPE OF THE SOCIAL INSURANCE AND GENERAL HEALTH INSURANCE LAW NO. 5510

# STUDENT INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| T.R. ID No |  | Student No |  |
| Name and Surname |  | Programme |  |
| Father's Name |  | Mother's Name |  |
| Place of Birth |  | Date of Birth |  |
| E-mail address |  | Mobile phone |  |
| Address: | | | |

WORKPLACE INFORMATION:

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | | |
| Address |  | | |
| Phone Number |  | Fax No |  |
| Vocational practice start date |  | E-mail address |  |
| VOCATIONAL PRACTICE  end date |  | Weekly  working day |  |
| Premium day according to the months during the  vocational practice |  | Total working days |  |

STUDENT APPROVAL:

As a trainee student, I want to work following ARTICLE 5/b of Law No. 5510. I receive health care under GENERAL HEALTH INSURANCE ( ); I do not receive it from myself, from my family, through my parents. ( )

# If any, clearly indicate your unique situation regarding SGK: (civil servant, working part-time or full-time with SGK, receiving disability/orphan/death etc.)

…………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………. I accept the accuracy of my statement. I accept that if there is a change in my situation or if I have an accident at work, I will notify the Vocational School of Social Sciences Directorate within 1 (one) business day and that I will pay the premium, administrative fine, late fee and delay interest due to my failure to notify inaccurate, incomplete and erroneous information, and I promise.

# Student Name-Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date-Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ANNEX-3)

WEEKLY VOCATİONAL PRACTİCE FORM

**VOCATİONAL PRACTİCE START-END DATES** ……/……./……. - ........./……./…….

|  |  |  |  |
| --- | --- | --- | --- |
| ……. / ……. 1 week of work from the date .…….... / ……. / until ……............ . | | | |
| Date | Days | Practices | Time Worked (Hours) |
| …../…../……. | Monday |  |  |
| …../…../……. | Tuesday |  |  |
| …../…../……. | Wednesday |  |  |
| …../…../……. | Thursday |  |  |
| …../…../……. | Friday |  |  |
| …../…../……. | Saturday |  |  |
| Total Time (Hours) | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student's | | Vocational practice Mentor | |
| Department |  | Name-Surname / Title |  |
| Signature |  | Signature, Stamp / Seal |  |

# Note: This document will be filled in for every week worked.

(Annex-4)

DAILY VOCATIONAL PRACTICE REPORT

|  |  |
| --- | --- |
| Vocational practice Unit: | Date: |
| Practices | Page No: |

**Vocational practice Mentor**; **Name-Surname / Title:**

Signature, Stamp / Seal:

Note: This document will be filled in for every week worked.

(Annex-5)

STUDENT INSPECTION FORM

|  |  |
| --- | --- |
| Student Name- Surname |  |
| Programme |  |
| Phone |  |
| Title of the Company where Vocational practice is done |  |
| Vocational practice Mentor / Unit |  |
| Vocational practice Mentor - Phone |  |
| Vocational practice Mentor E-Mail Address |  |
| Interview Type (institution visit, telephone, etc.) |  |
| Date of the Interview |  |
| The subject of the Interview |  |
| Evaluation About the Interview |  |

Vocational practice Advisor; Name-Surname:

Date / Signature:

(Annex-6)

GENERAL REPORT ABOUT THE INSTITUTION

Student Name-Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date-Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Annex-7)

STUDENT'S INSTITUTION EVALUATION FORM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Institution Evaluation Criteria | Very Good | Good | Average | Insufficient | |
| Approach / Interest of Administrators to students |  |  |  |  |
| Employees' attitude/interest in students |  |  |  |  |
| Adequacy of the working environment |  |  |  |  |
| Adequacy of social opportunities offered to Employees |  |  |  |  |
| Adequacy of tools and systems used while working |  |  |  |  |
| Support of Superiors in the development of their subordinates |  |  |  |  |
| Communication between employees |  |  |  |  |
| The extent to which occupational safety elements are observed and implemented |  |  |  |  |
| Contribution to your knowledge level |  |  |  |  |
| The training programme applied to you |  |  |  |  |
| Contribution to your application skill |  |  |  |  |
| Your general impressions of the workplace |  |  |  |  |

1. Are the studies carried out in the unit or units where the vocational practice is carried out with adequate and appropriate procedures? Explain.
2. Have you received the necessary support from the relevant manager or managers and employees during your vocational practice?
3. Please indicate the advantages and disadvantages of having done your vocational practice in this institution.
4. ☐ Fee☐ Insurance ☐ Accommodation ☐Food ☐ Transportation Other ……………………………….
5. Did you find enough opportunity to practise your theoretical knowledge during your vocational practice? Explain.
6. Would you recommend this institution, where you practice professionally, to other students?
7. Do you think that vocational practice in line with the programme objectives can be done in this institution? Explain.

# Student Name-Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date-Signature: \_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ANNEX-8)

STUDENT EVALUATION FORM OF THE INSTITUTION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Evaluation  Criterion | Criterion Description | Very Good (4) | Good (3) | Average (2) | Insufficient (1) |
| 1 | Work Information | Knowledge of the techniques and methods required by the job |  |  |  |  |
| 2 | Communication Skills | Perceiving incoming written and/or verbal instructions correctly, expressing ideas orally or in writing, information timely and accurately  ability to transmit |  |  |  |  |
| 3 | Aptitude for Teamwork | Helping with colleagues, keeping up with teamwork tempo, contributing to teamwork |  |  |  |  |
| 4 | Self Improvement | Being open to innovations, being able to see the deficiencies and complete them, ability  to prepare, increase knowledge and skills |  |  |  |  |
| 5 | Representation Ability | Instilling confidence in his appearance, courtesy and behaviour, being an example with his in-house behaviours |  |  |  |  |
| 6 | Devoted work | To be aware of duties and responsibilities, to do without hesitation |  |  |  |  |
| 7 | Resilience | Continuous and balanced working ability, stable working and not complaining |  |  |  |  |
| 8 | Time Management | Setting priorities, planning and organizing the business by taking into account the time factor. |  |  |  |  |
| 9 | Discipline | The student's compliance with work hours, the attention is given to complete the given task in the given time |  |  |  |  |
| 10 | Attendance Status | Evaluation of the continuity of the workplace throughout the  vocational practice period, except for realistic excuses. |  |  |  |  |
| Total Score | | |  | | | |

**WARNING:** After the Vocational practice Mentor does the evaluation, this form is filled through the system. Each value will be multiplied by a coefficient of 0,75, and a grade will be created on the system. Your total score on this form would be ***under 15*** if the student ***UNSUCCESSFUL*** counted.

**General Evaluation**: Please indicate your suggestions and criticisms about the student other than the criteria mentioned above. (It is required to fill this field.) ......................................................

…………………………………………......…………………………………………………………………………

……………………………………………......………………………………………………………………………

**- Would you consider employing this student at your workplace again?** Yes ( ) No ( )

**- Would you consider hiring a student from our University again in the next vocational practice period?** Yes ( ) No ( )

# Name/Surname of the Vocational practice Mentor:

# Title:

Signature, Stamp / Seal:

(Annex-9)

STUDENT VOCATİONAL PRACTİCE EVALUATION FORM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Very Good (4) | Good (3) | Average (2) | Insufficient (1) |
| 1 | Awareness of his work |  |  |  |  |
| 2 | Linking theoretical knowledge with practice |  |  |  |  |
| 3 | Being aware of the responsibilities related to the job |  |  |  |  |
| 4 | Gaining business problem solving / analytical thinking skills |  |  |  |  |
| 5 | Communication skills |  |  |  |  |
| 6 | His development in the vocational practice process |  |  |  |  |
| 7 | Participation in weekly meetings with the Vocational practice Advisor |  |  |  |  |
| 8 | Filling vocational practice paperwork on time |  |  |  |  |
| 9 | Compliance with the spelling rules of vocational practice documents |  |  |  |  |
| 10 | Compliance of the content of vocational practice documents with  workplace practice |  |  |  |  |
|  | SUCCESS GRADE |  | | | |

**WARNING:** After the Vocational practice Mentor does the evaluation, this form is filled through the system. Each value will be multiplied by a coefficient of 1,75, and a grade will be created on the system. If the total score on this form is ***under 35***, the student ***is deemed unsuccessful***.

# Name/Surname of the Vocational practice Mentor:

# Title:

Signature, Stamp / Seal: