

FREQUENTLY ASKED QUESTIONS ABOUT INTERNSHIP

1) Is the internship notebook filled with a ballpoint pen?

Since the internship notebook is an official document, it should be filled regularly with a black or blue ballpoint pen.

2) Should the internship notebook be written in Turkish or English?

The internship notebook should be filled in Turkish. However, our international students can fill the internship notebook in English.

3) Can we fill the internship notebook on the computer?

The internship notebook should be filled by handwriting using a ballpoint pen.

4) Does the internship notebook have to be stamped and signed by the authorized person in the institution/pharmacy where I did my internship? Is just a stamp or just a signature enough?

Every page of your internship notebook must be both stamped and signed by your internship supervisor. A stamp or just a signature is not enough.

5) When and to whom should I submit my internship notebook?

After the internship notebook is stamped and signed by the internship supervisor, hand it over to the research assistants responsible for the internship.

6) I submitted all the internship documents (Annex 2a or Annex 2b) to the faculty and received my internship approval document (Annex 3) from the faculty, but can I change my internship dates because I will go on vacation with my family?

Once your internship forms are approved, you cannot change your internship location and date for any reason.

- 7) I submitted all my internship documents (Annex 2a or Annex 2b) to the faculty and received my internship approval document (Annex3) from the faculty, but I was accepted for internship from another institution. Can I change the institution where I will do my internship?**

Once your internship forms are approved, you can not change your internship location and date for any reason.

- 8) If I need permission from the institution/pharmacy due to illness etc. or if the institution/pharmacy gives me permission, should I notify the internship supervisors? Who and how soon should I notify?**

After informing the institution where you are doing your internship, you must inform the research assistants responsible for your internship. If it is planned that you will get permission, inform the responsible research assistants 1 day in advance. If your leave is not planned, inform the responsible research assistants during the day. If your leave is not planned and you didn't inform the responsible research assistants during the day, inform the next day.

- 9) If I am not at the internship place when I am called for control, how should I reach the calling internship supervisor? (email/mobile phone etc.)**

You can reach via e-mail or mobile phone. But **e-mail is primary**. You don't need to call faculty secretary. You should reach to your responsible research assistant.

- 10) Because of my internship supervisor is out of town/abroad/at a congress, s/he did not sign my internship notebook. When should I deliver my internship notebook?**

As soon as possible. You also should inform your responsible assistant professor about the current situation in case of possible delay.

- 11) The department where I did my internship in the company does not meet all the teaching outcomes of the industrial internship, what should I do in this case?**

All internships are expected to give students certain experiences and career opportunities.

If you think that your internship does not meet all the indicated criteria given in the internship notebook, you can add extra outcomes based on your experiences to your weekly reports.

12) After completing the internship application/acceptance form (App-2a / App-2b) on the computer, should I have it signed by my internship supervisor?

Yes.

13) Should I keep the internship approval form (App-3) and the letter of appreciation I received from the university, or should I deliver to my internship supervisor?

You should deliver to your internship supervisor.

14) What should I pay attention to when submitting the internship evaluation form (App-4a) to the school?

All pages must be submitted **in a signed and stamped, closed envelope.**

15) Can I do my internship in two different pharmacies?

No.

16) How many days can I do internship in a pharmacy?

PHAR293 – 20-30 days

PHAR393 – 20-40 days

PHAR493 – 30-50 days

PHAR593-594 – 60 days

17) Can I do my PHAR293 internship in the summer of my 1st or 3rd year?

No.

18) PHAR293 When should I find a pharmacy for my summer internship at the latest?

Deadlines will be announced. You have to agree with a pharmacy where you can work for a minimum of 8 hours.

19) When writing the internship notebook, should I write it covering all the learning outcomes?

Students must write at least 10 of them during the total internship period.

20) My internship period is 3 weeks, but should I fill out a 4-week report?

A minimum of 4 weekly reports should be written for a total of 20 working days.

21) Should the internship supervisor's signature and stamp be at the bottom of each page in the internship notebook?

Yes.

22) Should I sign the internship notebook?

No.

23) May I use I language when writing the internship notebook?

The internship notebook should be written in passive language and scientific expressions.

Professional experiences should be included.

Wrong example: I prepared a resorcin-salicylic acid solution. I triturated salicylic acid and resorcin in a mortar. Then I dissolved them in ethanol. I added aqua rosa slowly. I filtered the solution. Then I transfer the solution to the bottle.

Correct example: Resorcin-salicylic acid solution was prepared. The ingredients of the preparation are salicylic acid, resorcin, ethanol and aqua rosa. Salicylic acid and resorcin were triturated in a mortar. Then, they were dissolved in ethanol. Aqua rosa was added slowly. Finally, the solution was filtered and transferred to the bottle. This solution is used as antiseptic for acne treatment. It should be stored in amber glass bottle at room temperature.