1	•Read the Internship Directive Completely
2	Check Application Dates and Follow Announcements on the Department's Website
3	•Fill in 2 Internship Acceptance Forms. Have the form approved first by the Department Internship Committee and then by the Faculty Internship Commission. After the completion of these procedures, get the internship company to approve the form and submit it to the Dean's Office of Student Affairs.
4	•Fill in the General Health Insurance Declaration and Commitment Form and submit it to the Dean's Office of Student Affairs
5	•Fill in the Internship Consent and Submit it to the Dean's Office of Student Affairs
6	•Submit Copy of Identity Card to the Dean's Office of Student Affairs
7	•Start Internship
8	•Fill the Internship Log Daily in the Internship
8 9	Fill the Internship Log Daily in the Internship If Early Leaving Your Internship Occurs, Notify the Dean's Student Affairs within 3 Business Days at the latest
	•If Early Leaving Your Internship Occurs, Notify the Dean's Student Affairs
9	•If Early Leaving Your Internship Occurs, Notify the Dean's Student Affairs within 3 Business Days at the latest •At the End of the Internship, Paste the Photograph on the Internship