



**DEPARTMENT OF PHILOSOPHY**

**SUMMER TRAINING GUIDELINES**

Contacts:

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## Introduction:

Two summer training courses, PHIL 299 (Summer Training I) and PHIL 399 (Summer Training II), are required for all philosophy students. These courses are offered in the fall semester of the third and fourth year of the curriculum.

You may take PHIL 299 in your second year, and PHIL399 in your third year.

(Note that you may not take PHIL399 in your fourth year.)

For each of these courses, you have to do your summer training during the summer before taking the course. The only prerequisite for PHIL 299 is PHIL 202 (Ethics). In other words, you have to take and pass PHIL 202 before you can do your summer training and then take PHIL 299. The only prerequisite for PHIL 399 is PHIL 299. Under normal circumstances, the stages for your summer training courses should proceed as follows.

In the spring term preceding your summer training, you should choose a company, obtain departmental approval and pick up your insurance letter.

**The Deadline for submitting the approval form to the department is May 26 of the relevant year.**

In the **Summer term** you will complete your summer training. This could be any time between the date grades are announced and the first day of registration for the next semester.

At the beginning of the Fall semester, you register for the course **before the end of the Add/Drop period!**

You write a report and submit in **week 3** of the fall semester.

In this document you will find:

- The rules and regulations for PHIL299 and 399
- The Summer Training Company Approval Form (SF-A)
- Yaz Stajı Sigorta Bilgi Formu (SF-I)
- Staj sonuç belgesi (SF – E Türkçe)
- Summer training evaluation form (SF – E English)
- Summer training report writing guidelines (SF – R)
- Checklist

## Rules and Regulations:

- A. The duration for each of the summer trainings is 20 business days. Any summer training less than 20 business days will not be accepted.
- B. Summer trainings must be completed during the summer period of the relevant year. The summer period is the period between the end of the spring semester of the relevant year and the beginning of the following fall semester. **Students taking summer school must wait until the end of the summer school period to start their training.** Please see the academic calendar for semester dates.  
<http://www.bilkent.edu.tr/bilkent/academic/calendar/>

- C. Students are responsible for finding a suitable company (or organization) for his/her summer training.

The following are examples of suitable placements:

### In Turkey

- Public bodies
- NGOs
- Representations in Turkey (Embassies, branch offices of INGOS, etc)
- Corporations
- Private companies
- Media

### Outside Turkey

- Erasmus placement
- AIESEC placement
- International organizations
- Turkey's representations abroad (TUSIAD, Embassies, etc.)

- D. While choosing a company, the student should keep in mind the following two criteria:
- i. A company that provides an environment in which the student can use his/her undergraduate education in the projects that s/he will be participating.
  - ii. A company that provides an environment in which the student can learn about real life (business) projects and their implementation.
- E. The department must approve the chosen company. The student is wholly responsible for obtaining this approval. After choosing a company, the student should request the approval of the department by using SF-A form, which is provided with this document. The student will give the form to the secretary of the department and the secretary will be responsible for getting the required signatures and handing the form back to the student. The approval request must be filed before the May 26 of the relevant year. Any request filed after May 26 will not be processed, meaning no summer training for that year.
- F. The university will handle the required insurance payments for summer trainees. With regards to the insurance issue, the only responsibility of the student is to give the form SF-I, provided with this document, to the summer training company before his/her summer training starts (at the beginning of the first day).

- G. After completing the summer training, the student will be evaluated by the training company official by filling out the form SF-E, which is provided with this document. The student towards the end of the summer training period must hand the form together with an official Bilkent University envelope to the company official. Then, the company official will fill out the form and hand the form in the sealed and signed envelope to the student. It is the student's responsibility to bring the evaluation form in the sealed envelope to the department. The departmental secretary, after receiving the envelope from the student, will deliver the envelope to the summer training coordinator.
- H. The following fall semester after the summer training, the student must take the relevant summer training course (PHIL 299 or PHIL 399). In the third week of that fall semester, the student must submit his/her report to the department. In terms of both content and style, the report must be written according to the guidelines specified in the form SF-R, which is provided with this document. Please note that if the student will be abroad with Erasmus Exchange program in the fall semester after the summer training, then the student will have to take the relevant summer training course in the spring semester. The timeline specified for the fall semester applies to the spring semester as well.
- I. A faculty member that will be assigned by the department chair will evaluate the summer training report. The departmental secretary will deliver the evaluation result to the student during the seventh week of the fall semester. If the result is satisfactory, the student will have completed all of his responsibilities for the course. If not, the student will revise the report according to the suggestions given by the evaluating faculty member and will resubmit the report no later than the tenth week of the fall semester. Then, the same faculty member will evaluate the revised version. The student will be informed about the result of reevaluation during the thirteenth week of the fall semester. This result, whether satisfactory or not, will be the ultimate result and the student's grade (S or U) will be assigned accordingly. A student who received a U grade in fall semester must add the same course (PHIL 299 or PHIL 399) in the immediately following spring semester and then submit a revised report by the end of that semester. If the result is not found satisfactory, the process continues in this fashion.
- J. **İşe Giriş Bildirgesi:** For insurance purposes, before the start of summer training the student will have to give a document called "İşe Giriş Bildirgesi" to the company where s/he will doing the summer training. The student will receive this document from the Dean's office. The department will enter the student's required information to the STARS system, and then the Financial Department of Bilkent University will prepare the document and send it to the Dean's Office. The student shall take the document from there.

**Summer Training Company Approval Form  
(Form Code: SF-A)**

**Student & Training Dates Information**

Student's Full Name: \_\_\_\_\_

Student's Id Number: \_\_\_\_\_

Course (circle applicable item):    PHIL 299                      PHIL 399

Start Date of the Training: \_\_\_\_\_

End Date of the Training: \_\_\_\_\_

**Company Information**

Company's Name: \_\_\_\_\_

Contact Person in the Company: \_\_\_\_\_

Contact Person's Phone Number: \_\_\_\_\_

The URL of the Company's web site: \_\_\_\_\_

Company's Address: \_\_\_\_\_

**Departmental Approval**

**Approved:**                      **Yes**                                      **No**

A Brief Explanation (if not approved):

**Signature** (Summer Training Coordinator):  
Dr Sandrine Berges

**Date:**

**Signature** (Chair of the Department): \_  
Dr Simon Wigley

**Date:**

## Yaz Stajı Sigorta Bilgi Formu (Form Kodu: SF-I)

İlgili Makama

Bölümümüz müfredatı gereği öğrencilerimizin tümünün 2. ve 3. sınıf sonunda en az 20'şer işgünü yaz stajı yapması gerekmektedir. Bu metni tarafınıza ulaştıran öğrencimiz de bu kapsamda yaz stajını kurumunuzda yapmak istemektedir.

Gereği için saygılarımızla bilginize sunarız.

Yrd.Doç.Dr. Sandrine Bergès  
Felsefe Bölümü Staj Koordinatörü

Doç.Dr. Simon Wigley  
Felsefe Bölüm Başkanı

### **Ek Bilgi:**

Felsefe Bölümü öğrencilerine 5510 numaralı Sosyal Sigortalar ve Genel Sağlık Sigortası Kanununun 5b maddesi uyarınca, bir aylık zorunlu staj döneminde iş kazası ve meslek hastalığı sigortası yapılmaktadır.

**BİLKENT ÜNİVERSİTESİ**  
**FELSEFE BÖLÜMÜ - STAJ SONUÇ BELGESİ**  
**(FORM KODU: SF – E Türkçe)**

Bu formu doldurduktan sonra arkası imzalanmış kapalı zarf içinde, öğrenci ile bölümümüze elden göndermenizi diler, değerli yardımlarınız için teşekkür ederiz.

Saygılarımızla,

Yrd.Doç.Dr. Sandrine Bergès  
Felsefe Bölümü Staj Koordinatörü

Doç.Dr. Simon Wigley  
Felsefe Bölüm Başkanı

**Öğrencinin:**

Adı Soyadı : .....

Numarası : ..... Sınıfı: .....

**Kuruluşun:**

Adı : .....

Adresi : .....

**Staj Tarihleri:**

Başlangıç: ...../...../ 20.... Bitiş:...../...../ 20....

**A. Öğrencinin Devam Durumuna İlişkin Değerlendirme:**

1. Hergün zamanında gelmiştir.
2. Önemsenmeyecek ölçüde devamsızlığı vardır.
3. Genellikle devamsızdır. Kaç gün? (.....)

## B. Öğrencinin Çalışmasına İlişkin Değerlendirme:

1. Kavrama yeteneği:  
I- Çok iyi      II- İyi      III- Orta      IV- Zayıf      V- Görüş Yok
2. Verilen işi sona erdirmeye hızı:  
I- Çok iyi      II- İyi      III- Orta      IV- Zayıf      V- Görüş Yok
3. Takım çalışmasında gösterdiği uyum:  
I- Çok iyi      II- İyi      III- Orta      IV- Zayıf      V- Görüş Yok
4. Çalışmada gösterdiği titizlik ve düzenlilik ölçüsü:  
I- Çok iyi      II- İyi      III- Orta      IV- Zayıf      V- Görüş Yok
5. Sorunların çözümüne yaklaşımda genel bilgi durumu:  
I- Çok iyi      II- İyi      III- Orta      IV- Zayıf      V- Görüş Yok
6. Öğrenci kurumunuza yararlı olabildi mi?  
1. Evet      2. Biraz      3. Hayır      4. Görüş yok
7. Öğrenciyi kurumunuzda istihdam etmeyi düşünür müsünüz?  
1. Evet      2. Belki      3. Hayır      4. Görüş yok

## C. Sonuç

Öğrenci staj sonunda başarılı olmuş mudur?  
Staj Notu olarak 100 üzerinden kaç almayı hak etmiştir?

## D. Varsa diğer açıklama, eleştiri ve önerilerinizi aşağıda belirtiniz.

### Staj Yöneticisi

Adı Soyadı .....

Tarih ...../ ...../20.....

Görevi

İmza - Kaşe



**BILKENT UNIVERSITY DEPARTMENT OF  
PHILOSOPHY - SUMMER TRAINING  
EVALUATION FORM (FORM CODE: SF – E  
English)**

After filling out this form, please send it in a sealed and signed envelope to our department via the student. Thank you for your valuable help.

Sincerely,

Assistant Professor Sandrine Bergès  
Summer Training Coordinator

Associate Professor Simon Wigley  
Chair of the Department

**Trainee's:**

Name-Surname : .....

Number : ..... Class: .....

**Organization:**

Name : .....

Address : .....

**Training Dates:**

Beginning Date: ...../...../ 20.....      Ending Date: ...../...../ 20.....

**A. Evaluation of the Trainee's Attendance:**

1. The trainee was always punctual.

2. The trainee had minimal absenteeism.

3. The trainee had poor attendance.      How many days? (.....)

**B. Evaluation of the Trainee's Work:**

- 1. Ability to understand:  
I- Excellent      II- Good      III- Average      IV- Poor      V- No comment
- 2. Speed in completing tasks:  
I- Excellent      II- Good      III- Average      IV- Poor      V- No comment
- 3. Harmony in team work:  
I- Excellent      II- Good      III- Average      IV- Poor      V- No comment
- 4. Attention to details and organization:  
I- Excellent      II- Good      III- Average      IV- Poor      V- No comment
- 5. General knowledge in approaching solutions to problems:  
I- Excellent      II- Good      III- Average      IV- Poor      V- No comment
- 6. Was this trainee an asset to your organization?  
1. Yes      2. A bit      3. No      4. No comment
- 7. Would you consider hiring this trainee?  
1. Yes      2. Maybe      3. No      4. No comment

**C. Results**

Was the trainee successful at the end of the training?  
What training grade does the student deserve out of 100? .....

**D. If you have any other comments, criticisms, or suggestions please write them below:**

**Training Manager**

Name-Surname .....

Date ...../ ...../ 20.....

Position .....

**Signature and Company Stamp**

# Summer Training Report Writing Guidelines (Form Code: SF-R)

The report that you will write and submit to the department (no later than the end of the third week of the semester following your summer training) must follow the following style and content requirements.

## I. Style Requirements

Students must make every effort to produce documents that are free of grammatical and spelling mistakes and that accord exactly with the requirements specified in this style guide.

The report must

- Be typed (do not use color)
- Use a legible font (avoid fancy ones)
- Have wide (at least 1 inch) left, right, top, and bottom margins
- Be double-spaced throughout
- Be numbered (bottom of the page, center)
- Be spell-checked (reset your document and spellcheck to British or American English)
- Include a title page which has the Bilkent logo, department name, student's name, name of the company, name of the training supervisor at the company, academic year, and date submitted (*in that order*)
- Include a separate page stating the word count (a number in the range 1250-2000)

## II. Content Requirements

The content of your report must satisfactorily answer the following questions. You may use some of the items stated below as section headings in your report. It may be pleasing to the eye to use a page break after a particular question has been answered. The report must not be less than 1250 words and contain the following headings:

- What were your expectations from the summer training before you started your training?
- Provide a brief description of the company/institution where you did your training. Why did you choose this company for your training?
- Please explain in detail the projects, tasks, responsibilities you were assigned to during your training.
- Did your summer training meet your expectations? Why or why not?
- Were you satisfied with the company/institution you chose for your training? Why or why not?
- Do you think that the courses that you took in the department helped you in completing your projects, tasks, responsibilities that you held during your training? Please explain your answer in detail.
- Did your summer training have any effect on your future plans after graduating from the department? Would you like to work for the company/institution you chose for your training? Please explain in detail.

## Checklist

- Pass PHIL202
- Choose a company and identify dates for your summer practice
- Submit 3 forms (SF-E, SF-I, SF-A) to the summer practice co-ordinator for approval and signing.
- Submit your signed Summer Training Company Approval Form (SF-A) to the Philosophy Department secretary **before 26 May**.
- Pick up your “İşe Giriş Bildirgesi” letter from the Dean’s office (H245) .
- Pick up the SF-I form from the departmental secretary’s office.
- Give İşe Giriş Bildirgesi, SF-I and SF-E to your supervisor at the company where you are doing your summer practice **on the first day of the practice**.
- Do your summer practice **between the day of grades submission for your last semester (spring or summer if you take a summer school course) and the beginning of registration**.
- Register for PHIL299 or PHIL399 **during the Fall registration period**.
- Give the envelop with the SF-E to the philosophy department’s secretary **when you register**.
- Submit your report in **week 3 of the Fall semester**.