

Faculty of Aviation and Space Sciences

Internship Guidelines

Juniors and seniors who intern with private or public employers outside the University to work on substantially field related to their academic work are eligible for internship credits through AER120, AER220 and AER320 for Aeronautical engineering program, AVN220, AVN320 for Aviation management program and PLT120 for Professional pilot program. This is a requirement in curricula leading to a Bachelor's degree programs in the faculty of Aviation and Space Sciences. This guideline will be effective as of January 2018.

Requirements:

- 1) Duration of each internship module requires a minimum of 20 working days during the summer or semester breaks in which the student receives credit.
- 2) The internship form must be accompanied by an official letter (on company letterhead) from a company representative confirming the acceptance of the student as an intern. Specifically, the letter must state: a) The period of internship (begin and end dates); b) The number of hours and days the intern will work; c) A brief summary of the work on which the intern will work (a few sentences will suffice).
- 3) A professional technical report (approximately 10 pages but can be longer depending on the materials submitted) is required at the end of each internship. The report must include evidence of the student's work during his/her internship. Consequently, the student must keep materials that provide this evidence (e.g. drawings, charts, sketches, spreadsheets, code, photographs, calculations, screenshots, etc.). The guidelines for report writing is provided as an appendix A.
- 4) The grades assigned for the internships are Satisfactory or Unsatisfactory. The report will be handed to the committee department member at the first week of the following semester and the grade will be assigned upon receiving a satisfactory report. The report may be returned for improvements and revisions. An incomplete grade will be assigned until a satisfactory report is submitted.

Guidelines for Internship

Aeronautical Engineering Program

A student must successfully complete the following internships in sequence:

- AER120 Internship I
- AER220 Internship II
- AER320 Internship III

Requirements for AER120 (Workshop) Internship I:

Upon completion of the first year curriculum, students are required to attend a workshop or manufacturer to perform tasks such as filing, levelling, welding, hot and cold shaping, machining, forging, casting etc. International students may fulfil this requirement by performing these tasks in their own countries.

Requirements for AER220 (Production and Factory Management) Internship II:

AER220 is an internship to develop student's skills in management and administration. Students are expected to work for minimum 20 working days in an aerospace industry or similar industries to complete tasks such as product manufacturing and assembly for 10 workdays, factory organization for 5 workdays, and business management (staff and business management) for 5 workdays.

Requirements for AER320 (Aircraft maintenance, manufacturing and planning) Internship III:

AER320 is minimum 20 working days and may be completed preferably at an aerospace institution, airline maintenance companies or other industrial organization. Students have to gain experiences regarding production and/or assembly of different equipment's such as wing, fuselage, landing gears, control surfaces, engines, component manufacturing, assembly and installations, maintenance scheduling and production planning.

Aviation Management Program

A student may successfully complete the following internship courses in sequence:

- AVN220 Internship I
- AVN320 Internship II

Requirements for AVN220 Internship I:

Upon completion of the second year curriculum, students are encouraged to work in close relation with ground services and facilities in an airport. The students are eligible to perform their internship at Northern Cyprus or at other international airports.

Requirements for AVN320 Internship II:

AVN320 is an internship to develop student's skills in management and administration. The student intern is expected to work on projects that impact Aviation/Airport planning, management, and operations and working as part of the integrated Aviation team and also Air Traffic Control (ATC) facilities. The duration of this internship is minimum 20 working days and may be completed at the home country of the student.

Professional Pilot Program

A student may successfully complete the following internship:

- PLT120 Internship

Requirements for PLT120 Internship:

PLT120 is an internship to get pilot students acquainted with airport environment such as ground handling, taxi ways, Airport planning, management, operations, Air Traffic Control (ATC) facilities and aircraft maintenance facilities. The duration of this internship is minimum 20 working days and may be completed at the home country of the student.

Documents

Providing the requested documents by the host company such as criminal background check, police report, health report, visa and etc. are solely obligation of the student. In addition, the students are required to have insurance for duration of their stay as intern at the host company.

North Cypriot and Turkish students can acquire insurance from student affairs department. The deadline to request the insurance is usually one month before commencing the internship. For further information student should contact student affairs department.

Appendix A: Internship report Guideline

Cover page

- *Report title, Student details, date, place of internship, stage of internship*

Finalization Record Form

- *It should be signed and stamped by chief of the unit explaining nature of the internship*

Introduction

- *Indicate what the report will present.*
- *Give background information on the internship tasks as well as the organization where internship was conducted.*
- *Detail the aims and objectives of the jobs conducted and the internship as a whole.*

Main body (including results and discussion)

- *The main body includes a comprehensive analysis of the work conducted, recording observations and factual information such as tables, graphics and figures. The section can be broken down into sub-sections, designated for the individual tasks/different phases of work carried out.*
- *Daily working plan, tasks and schedule*
- *At the end of these sub-sections, a results and discussion section has to be included.*

Conclusion

- *The findings of internship have to be clearly written in this section.*

References

- *A list of the sources used for writing up the report. This includes the text or figures used from the sources. Note that text CANNOT be directly taken and used in report.*

Logbook

- *Students also required to prepare a logbook for duration of the internship recording their daily task and work plan*

The report must meet the word count requirement of 2000 words. Plagiarism will not be tolerated, be it from external sources or between students. Do not use any pictures, tables or

figures that do not belong to you and if you do, make sure the source is referenced. Text in particular cannot be used at all. The line spacing that must be used is multiple at 1.15. The accepted font type and size are Times New Roman or Calibri and 12, respectively.

Appendix B: Internship Letter

Appendix C: Internship Form