

**RULES AND WORKINGS OF THE PSYC 399 –
SUMMER TRAINING OF DEPARTMENT OF
PSYCHOLOGY
IN FULFILLMENT OF GRADUATE REQUIREMENTS OF
STUDENTS OF
AND RULES FOR VOLUNTARY INTERNSHIP**

2025-2026

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PSYC 399

- General rulings of FEASS on summer training
 - See & bookmark the [FEASS - Summer Training & Voluntary Internship web page](#) for future reference
 - Your attention will significantly reduce the bureaucratic burden.
- Practically all procedures regarding PSYC 399 are carried out on stars.bilkent.edu.tr/sts (STS) since 28 May 2024.

FEASS HOME



Bilkent University
FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES

ABOUT FEASS DEPARTMENTS RESEARCH UNDERGRADUATE GRADUATE EXCHANGE ALUMNI

Summer Training & Voluntary Internship

Definition of Summer Training

- Minimum 20 working days (30 working days for the department of Economics)
*The requirement for mandatory internship;
 - For ECON; end of 3rd year
 - For PSYC, POLS, IR; end of 2nd year or 3rd year
- To take place after the end of the final examinations of the Spring term and before the beginning of classes of the Fall term - if student is taking Summer School courses, Summer Training should begin after the end of Summer School final exams. Summer Training cannot take place during term time.
- Placement to be pre-approved by FEASS
 1. In Turkey
 - Public bodies
 - NGOs
 - Representations in Turkey (Embassies, branch offices of INGOS, etc.)
 - Corporations
 - Private companies
 - Media

stars.bilkent.edu.tr/accounts/login

Bilkent University Online Services



Bilkent University

Secure Login Gateway

Login : **STS** - Summer Training System

Bilkent ID

Personnel ID or Student ID number

Password

Login

If you are having problems logging in, computer.

Turkey no longer uses daylight saving should be set as UTC+3.

Bilkent Computer Center uses this c
Most Bilkent University online servic
Gateway.

If you don't know your STARS or BA

PSYC 399-SUMMER TRAINING PROGRAM GUIDELINES FOR STUDENTS

- Following rules are binding for all parties and training related tasks
 - Students
 - Responsible to follow the rules
 - Should abide by the deadlines to get necessary permissions
 - Should update the necessary documents on time
 - **Mandatory training**
 - **Mandatory for all students to graduate**
 - **Can only be done after the 4th semester after taking the bulk of mandatory courses**
 - **Voluntary training**
 - **Optional for students to try different areas of work related with psychology**
 - **Can only be done after the 4th semester after taking the bulk of mandatory courses**

PSYC 399-SUMMER TRAINING - MANDATORY TRAINING

- To register to 399, students should apply formally to STS **BEFORE** the training and get approval
 - **Cannot register for your previous voluntary training or part-time working for Mandatory**
- Applied to all conditions without exception
- Can be done face-to-face, hybrid, or online working schedules
- Bilkent will pay for your government social security during your training period;
 - **Not applicable for students who do training out of the country**

PSYC 399-SUMMER TRAINING- MANDATORY TRAINING

- **DURATION**– minimum of 20 days in total (can be longer)
 - **Should indicate whether it covers Saturdays or not**
 - **Should count for the holidays and exclude them**
 - **Cannot have training when the school starts or before you finish summer courses if you have any**
 - **Has to be a fulltime job**
- **Cannot be an education program where you pay tuition**
 - **Any orientation, supplementary case studies, or provided training presentations are acceptable**

PSYC 399-SUMMER TRAINING- MANDATORY TRAINING AND ERASMUS

- If you applied to Erasmus+ and accepted, can be considered as mandatory training
 - Can also apply if you are funding yourself abroad after being accepted by the organization
- Application to Erasmus programs is not coordinated by the training coordination office
 - However, applications for mandatory training through Erasmus+ (a training program funded by Erasmus) is done by the Training Coordination Office after you get accepted to Erasmus+
- If you have more than 20-30 working days off between the end of the previous semester and starting of your Erasmus Program (education-not Erasmus+)
 - Can do mandatory training during that time
 - Register the following semester

PSYC 399-SUMMER TRAINING - MANDATORY TRAINING

- Students are responsible to find suitable organizations to complete their training
 - Due to ethical reasons, cannot match students with organizations
 - Hence, not to create pressure on students into certain organizations or areas
- You may see the previously accepted organizations in STS
- Can do training as an intern in a private or public organization or by participating in research in a research facility (including Bilkent University if a faculty member endorses).
 - Field preferred up to now; education, clinical psychology, testing and measurement, statistical analysis, marketing and advertisement, any related field that focus on sales and focus groups, human resource departments, psychiatric and/or addiction facilities, private and public hospitals, preparing training content for employees and giving training on interpersonal skills, Preparing content for social media, neuroscientific and/or psychological research groups, etc.
- Getting education in an organization is not accepted where you pay tuition

PSYC 399-SUMMER TRAINING- MANDATORY TRAINING

- **STUDENT TRAINING APPLICATION FORM**

- Get this form from FEASS- Summer Training web page
- Is the evidence of your application & initial job description.
- **Has to be completed before your online application through stars.bilkent.edu.tr/sts**
- There should be a formal stamp on the document and signed by the person who will oversee the completion of the training
- You'll upload this document during your application
- **STS will notify you in case you are not eligible for PSYC 399**
- **When not possible to submit, may present the screenshot of the acceptance by the company if these is a formal email address**
- http://feass.bilkent.edu.tr/?page_id=1283

- **PLACEMENT INSTITUTION ACCEPTANCE AND INTERNSHIP AGREEMENT FORM**

- **Get this form from FEASS- Summer Training web page**
- Is a document required by the organization
- **Only necessary if the organization asks for it (wants to make a contract with the student and University that the student will follow the rules of internship) – Bilkent University does not require or use this form for training application**
- This form will be completed and signed by the training coordinator and the person responsible overseeing student's training at the organization-if organization accepts, online signatures are accepted
- You may apply with this document or with Student Application form for training through STS – no need for the hard copy

PSYC 399-SUMMER TRAINING- MANDATORY TRAINING

- **STUDENT SUMMER TRAINING REPORT FORM**

- Get this form from FEASS- Summer Training web page
- Is the document that shows what you have done through training
- Have to answer nine questions and provide an overall evaluation of your training process as a summary of your experience
- Better to keep training diary in order to submit a better and more detailed report
- See following slides to see the structure of the form and potentially well written report

- **PLACEMENT INSTITUTION SUMMER TRAINING EVALUATION FORM**

- Get this form from FEASS- Summer Training web page
- Is a document, in which the institution evaluates your performance through training
- Organization should submit this form through an email to FEASS mail address (feassintern@bilkent.edu.tr) – no need for a hard copy
- Please make our University proud with your performance

PSYC 399-SUMMER TRAINING- MANDATORY TRAINING REPORT

- Advice: Read the questions before the training
 - To keep a diary of training make it easier
- Structure of report; How to report your accomplishments (The first question)
 - Always start with a general overview of company; the field it is in, its size, the department you get the training in, how the department is functional to the company, etc.
 - Summarize the tasks you had done
 - Explain tasks one by one
- Go on and answer the other questions
- Please think about questions so that you have increased awareness of the training experience and use it as a steppingstone for your future.

PSYC 399-SUMMER TRAINING- MANDATORY TRAINING REPORT EVALUATION

- Precondition for evaluation
 - **At least an average of 3 or more from the questions using the Likert scale**
 - **If not (average of 2 or less), you will automatically fail.**

- Evaluation of the report
 - **The condition is to answer all the questions after a deliberate consideration**
 - **If any criteria reported missed, you may get an “incomplete” at the end of the semester**
 - **Write a new report and submit within the required time to reverse “I” to “Satisfactory”**

PSYC 399-SUMMER TRAINING- MANDATORY TRAINING DEADLINES

- Registration start; after the semester is over
 - **23rd of May**
- End of applications
 - **31st of July, 17:30**
- Applications are required to be done 7 days before the summer training begins – required by Human Resource Department
- Applications through TUSAŞ (Turkish National Internship Program)
 - The dates are already announced
 - Opens up every year;
 - Coordinated by İŞKUR (Agency of Employment) rather than the President's Office
 - May take a whole year to earn
 - Usually inform later rather than sooner; may create problems

PSYC 399-SUMMER TRAINING- MANDATORY TRAINING FOR GRADUATION

- If you failed to complete your mandatory training but about to graduate
- You may take 2 courses during summer
 - Complete mandatory training after the classes finish and before the next term starts
 - Register for the course Psyc 399 (will open up for you)
 - Submit your report and evaluation of your training by the organization at the end
 - Get an “Incomplete” for the class – if no summer school however, you may start immediately and get “Satisfactory” by registering by the end of the training.
 - Get your real grade during September.
- May find relevant dates (last date to apply, submission date, etc.) on FEASS training page:
http://feass.bilkent.edu.tr/?page_id=1283

PSYC 399-SUMMER TRAINING- VOLUNTARY TRAINING

- May have additional training if you want; the same procedures apply such as how to submit your application, the dates, training being face-to-face, hybrid, or online, it to be training not an education program etc.
- Conditions during the semester;
 - Taking 5 or less lessons
 - Have a cGPA higher than 2.5
- Conditions during the summer
 - Cannot be done if you are in summer school
 - Have a cGPA higher than 2.0

PSYC 399-MANDATORY AND VOLUNTARY TRAININGS - **ADVICE FOR NOVICE TRAINEES**

- Based on the training area please try to learn the Turkish meanings of the concepts
- Please learn the specific subject and make a review on the subject using both Turkish and Foreign Journals.
 - Students participating on campus activities know more and have better interpersonal skills
- Trainees who contribute a lot usually end up doing more
 - Supervisors in most companies pay attention to initiative
 - Important not to be discouraged by assigned tasks, but ask
 - Ask what you do not understand
- Please do not be discouraged if you seem to not understand what is going on;
 - Have necessary theoretical knowledge
 - Need experience to translate into job performance

GOOD LUCK