



**İZMİR UNIVERSITY OF ECONOMICS  
INTERNSHIP GUIDELINES**

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## 1. DEFINITION AND PURPOSE OF INTERNSHIP

Students studying at Izmir University of Economics are required to do internships in order to reinforce the theoretical knowledge they have gained during their education with practice and to improve their skills.

Internship is the preparation of IUE students for business life in the public and private sectors. IUE undergraduate and Vocational School students are prepared for business life by doing internships for a specified period of time in order to enable them to make on-site observations and examinations about the duties they can perform in commercial and industrial organizations and institutions and organizations in the service sector related to their education.

To ensure the development of the knowledge accumulation formed by the courses given in the relevant academic program in the industry, to make preliminary preparations for the courses to be taken in the following semesters, to introduce students to the work they can do in the industrial environment and institutions related to their education. The point of view here should be to observe the work done in the institution in as much detail as possible. In addition, by doing this internship, students will also gain experience in corporate-management-employee relations and interaction.

## 2. INTERNSHIP PROCEDURES

**1. Internship Application and Approval of Internship Location:** Each student reviews the Digital Internship Application Process Student Guide ([https://phoenix.ieu.edu.tr/betanix/uploads/cms/kariyer.ieu.edu.tr/4648\\_1716897805.pdf](https://phoenix.ieu.edu.tr/betanix/uploads/cms/kariyer.ieu.edu.tr/4648_1716897805.pdf)) before starting the internship and completes the application through OASIS. The internship application must be completed at least 2 weeks before the internship start date. If necessary, each department may make restrictions on the characteristics of the internship places in accordance with their own educational and training characteristics.

**2. Intern Evaluation Form:** The student, whose internship place is approved, is given an "Intern Evaluation Form" to be filled out by the institution at the end of the internship to be delivered to the institution. Following the end of the internship, the form, which is filled in by the authorized persons at the institution, is delivered to the Internship Commission by the student in a sealed envelope bearing the stamp of the institution.

**3. Internship Evaluation Form:** Each student who completes his/her internship must submit the "Internship Site Evaluation Form" and submits it to the Internship Commission together with the internship report.

**4. Preparation of the Internship Report:** The Internship Report is prepared in the educational language of the department in accordance with the content and spelling rules specified in Section IV. If requested by the institution, the Turkish summary is submitted to the institution.

II. 5. Submission of the Internship Report: Internship reports written in the department's language of instruction (ENGLISH) are submitted digitally to the IAED Internship course on Blackboard on the date announced by the department internship commission (usually announced as the first Friday of the first week of the Fall Semester).

**6. Evaluation of the Internship Report:** The internship document is examined by the relevant Internship Commission or the assigned instructor.

If necessary, the Commission may interview the student about the internship, have him/her practice and/or request the report to be rewritten.

If the student fails the internship, the internship is repeated with the same conditions.

The submission and evaluation of the internship reports of students who only have an internship obligation for graduation must be completed until one week before the beginning of the next semester courses.

### **3. INTERNSHIP REPORT WRITING PLAN AND WRITING RULES**

#### **1. Report Writing Plan**

The Internship Report consists of the following sections.

- Internship Report front cover,
- Table of Contents
- Summary
- Internship Report main text
- Appendix pages (if available)

#### **2. Cover Page :**

The cover page contains the information to be printed on the front cover of the Internship Report. The cover page of the report is not numbered. The cover page should be prepared according to the "Internship Report" sample on <http://kariyer.ieu.edu.tr/tr/formlar>.

#### **3. Table of Contents :**

"Table of Contents" page to be included in the Internship Report

It should be prepared according to the "Internship Report" sample on <http://kariyer.ieu.edu.tr/tr/formlar>.

#### **4. Summary:**

The purpose and scope of the internship study, the method(s) used and the conclusion(s) reached should be stated clearly and concisely in a way not to exceed one page, including the summary of the report text.

#### **5. Main Text of the Report:**

The main text of the Internship Report should be prepared in Section V.

Answer to the questions on <http://kariyer.ieu.edu.tr/tr/staj-raporunda-cevaplancak-sorular>

to create a diary for each day of the internship. It is mandatory to write a diary of at least 100 words for each day of the internship and attach the associated images/drawings.

## **6. Appendices :**

An appropriate 'title' should be chosen for each 'Appendix' and these should be organized in the order of presentation as Appendix-

1, Annex-2, Annex-3 (Ex: Annex-1. Organization Chart of the Institution). "

## **7. Page Layout and Spelling Rules**

The internship report must be written in accordance with the following report writing rules and submitted on time must be completed.

The internship report is a report that answers the questions in the internship guide and includes other additional studies and/or drawings requested from the students at the internship institution. The appendices consisting of intensive drawings, photographs and visual materials are prepared and submitted in the environment (CD, DVD, Portfolio, etc.) announced by the Internship Commission.

### **Internship Report:**

- It must be written on A4 size white paper in computer environment.
- MS-Word standard word template, Times New Roman font, 12 pt. font size and 1½ line spacing should be used during writing.
- All pages except the Cover Page of the Internship Report must be numbered and each page of the report must be signed and stamped by the authorities of the institution.
- The report consists of "Izmir University of Economics Internship Report Cover Page", an example of which is given at <http://kariyer.ieu.edu.tr/tr/formlar>, and the text and appendices in which general questions to all departments under the heading "Questions to be Answered" in Section V of this guide and additional questions requested by some departments, if any, will be answered according to the question number. (Additional questions, if any, should be obtained from the Department Internship Commissions.)
- The language used in the Internship Report should be given importance, headings, sections, subsections, paragraph indents should be standardized and in integrity, spelling rules and punctuation marks should be followed.

Unnecessary information and documents should not be included in the report, and information supporting the main text of the report should be cited in the text and numbered within themselves and placed in the appendices section, not exceeding five pages.

## **4. QUESTIONS TO BE ANSWERED**

All of the following questions must be answered in detail in the Internship Report. There is no obligation to limit the report only to these questions, if necessary, information other than these questions can be given.

QUESTION 1- Please provide the following information about the organization where you did your internship.

(Maximum 2 pages):

- a) Name and address of the organization
- b) Field of activity
- c) A brief history of the development of the organization
- d) The parent organization to which it is affiliated, if any, and its existing facilities
- e) Number of employees working in the organization and classification according to their qualifications (worker, technician, engineer, administrative staff etc.)
- f) For producer organizations: Goods manufactured, production capacity, basic raw materials, material procurement methods, annual production quantities and target markets.
- g) For service organizations: Services offered, service capacity, basic inputs and target markets.

QUESTION 2- Draw the organizational chart of the institution and indicate which parts perform production/service and general management functions, the relations between units, authorities and responsibilities.

The activities that the organization has to perform in order to fulfill its objectives defined as producing and/or marketing an economic good/service are called business functions and are grouped under the following headings:

- Management
- Production
- Marketing
- Finance and Accounting
- Personnel / Human Resources
- Research and Development
- Public Relations

Management is a process consisting of planning, organizing, coordinating, directing and supervising the activities of people in order to achieve the establishment purpose of the enterprise. Planning; determining and deciding what, when, how and with whom to be done, Organizing; establishing an organization in accordance with the objectives determined in the planning phase and the ways determined to achieve them, Directing; organizational communication, the level of motivation of employees and the activation of organizational functioning by using the leadership qualities of managers, Coordination; Coordination means combining the efforts of the workers, adjusting them in terms of time, ensuring that the activities come one after the other and intertwine and complement each other in order to reach the common goal, Auditing means determining what, how and to what extent is realized in business activities.

QUESTION 3- Did you have the opportunity to use your foreign languages during the internship period? In which language? Answer Yes / No and indicate which languages you had the opportunity to use.

QUESTION 4- In the organization where you did your internship; Please indicate the opinions and suggestions that you think can increase efficiency in the production and service process.

QUESTION 5- List the tasks you performed during your internship and explain what you did in relation to these tasks. If available, attach the visual documents to the Internship Report.

QUESTION 6-What kind of applications of the theoretical education you have received? State clearly.  
Example

Please give.

QUESTION 7- Explain in a paragraph what the internship has brought you.

## **5. EVALUATION OF THE INTERNSHIP REPORT**

The evaluation of the Internship Report is based on Izmir University of Economics Internship Directive. The evaluation is recorded as "Successful" (S- Satisfactory) or "Unsuccessful" (U-Unsatisfactory) on the students' transcripts.

Internship grades may be taken into account in the evaluation of the success of some courses if the relevant faculty agrees. Internship grades taken into account in the evaluation of the success of other courses are given out of 100 full points.

The successful (S) grading of the internship work depends primarily on the following conditions.

- a) Reports that are not prepared according to the Internship Report Writing Plan and Writing Rules specified in the Guide will not be evaluated. The Internship Commission may request rewriting of the parts it deems necessary.
- b) Following the end of the internship, the "Intern Evaluation Form" in Annex-2, which is filled out by the authorized persons in the institution, is delivered to the Internship Commission by the student in a sealed envelope bearing the stamp of the institution.
- c) The delivery of this form is the responsibility of the student and must be submitted together with the Internship Report.  
must be submitted.
- d) The Internship Report must be submitted to the relevant department to be submitted to the Internship Commission by the end of the deadline specified in the IUE Internship Directive. Reports that are not submitted on time will not be evaluated and the student will be considered unsuccessful in this internship.

Students whose internships are evaluated as "U-Fail" must repeat this internship. Students whose internships are not completed must complete the graduation and exit procedures.