



İZMİR UNIVERSITY OF ECONOMICS

Faculty of Business

Department of Business Administration

ST 404 (Four Weeks) Summer Training Report (Students in the first year of their program in academic year 2020-2021)

ST 302(Two weeks) /402(Two Weeks) Summer Training Report (Students starting their program **before academic year 2020-2021)**

1. Your report should adhere to those guidelines. Most importantly, the report **must belong to you, and must be in your own sentences.** Any material that is copied from another source must be referenced properly.
2. The report **should be in English.**
3. The report **should be at least 15 pages** including table of contents, summary, main text (**typed 1.5 line and paragraph spacing with 12pts fonts in Times New Roman, Calibri, or in Arial format**), figures with numbers and captions, and references. **Appendices can be at most three pages.** The outline of the report is attached below.
4. Do not forget to have your **supervisor in the company sign all necessary documents** including Internship Evaluation Form (Stajyer Değerlendirme Formu in Turkish) and **bottom of each page of your internship report** as well as the cover page. **Do not forget** to fill your Internship Place Evaluation Form (Staj Yeri Değerlendirme Formu). You can obtain your evaluation form from: <https://kariyer.ieu.edu.tr/en/formlar>
5. You must submit your written report **within 10 days after the completion** of your internship.
6. The internship report **must be ALSO sent via e-mail to Res. Assist. Gizem Halil and Burcu Peslikan** through gizem.halil@ieu.edu.tr and burcu.peslikan@ieu.edu.tr
7. Reports that do not satisfy all of these guidelines **WILL NOT BE ACCEPTED.**



İZMİR UNIVERSITY OF ECONOMICS

INTERNSHIP REPORT

STUDENT'S

NAME-SURNAME :

STUDENT ID :

DEPARTMENT :

THE INSTITUTION'S

NAME :

ADDRESS :

DEPARTMENT :

SECTOR OF THE INTERNSHIP :

DATES OF INTERNSHIP

BEGINNING DATE :

COMPLETION DATE :

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Questions to be Answered

Question 1 – Please give detailed information about the institution you performed your internship for following questions (2 pages at most):

- a. Name and address of the institution
- b. Its field of activity
- c. Sort history of the institution that introduces the development of the institution
- d. Upper institution it is affiliated to (if any) and existing facilities
- e. Number of employees in the institution and their classification according to their qualities (worker, technician, engineer, administrative personnel, etc.)
- f. *For manufacturer enterprises:* produced goods, production capacity, basic raw materials, material supply methods, annual production amounts and target markets.
For service enterprises: services presented, service capacity, basic inputs and target markets.

Question 2 - By drawing the organizational chart of the institution please state (At least 2 pages):

- a. Which units fulfill production/service and general business administration functions, relations, authority and responsibilities between the departments?
- b. Explain the relationship between and among departments in detail.
- c. Show which department have you worked in and explain its relationship with other departments accordingly.

Question 3 - Did you have a chance to use your foreign language during your internship?
What was this foreign language? Explain how you have used your foreign language in detail
(e.g. I sent e-mails to foreign customers etc.)

Question 4 - State your ideas and suggestions that could increase efficiency in the processes of production and service at the institution you do the internship (At least one page).

Question 5 - Please explain the duties you performed throughout your internship and explain in detail what you did about these duties. Please attach the visual documents if any to the Internship Report as an Appendix.

Question 6 - What kind of applications you saw about the theoretical knowledge you gained? Please specify in detail and give examples. (e.g. "I have learned motivation theory in my organization courses and I have seen ... applications during my internship" etc.) (At least one page)

Question 7 - Please tell what this internship gave to you in one page.

Appendix

Appendix I - Organizational chart of the Institution

Appendix II - Attach the photographs, graphs and other necessary documents that you want to submit to the Internship Committee.