

**YEDITEPE UNIVERSITY**

**FACULTY OF**

**ECONOMICS AND ADMINISTRATIVE SCIENCES**

***ATD 390 INTERNSHIP REPORT***

**(Student Name-Surname)**

**(Student ID)**

**(Faculty / Department)**

**(COMPANY)**

***(INTERNSHIP START-END DATES)***

**ATD 390 INTERNSHIP COURSE - INTERNSHIP REPORT**

After completing the internship, the student must prepare an internship report in English, considering the reports prepared at the end of 30 (thirty) working days. The Internship Diary must be prepared in a structured and detailed manner, providing a clear daily overview of the student’s activities and insights.

The report to be prepared consists of the following sections:

1. COVER PAGE
* The student's name, surname, student number, department, the title of the company, and the start and end dates of the internship.
1. INFORMATION ABOUT THE SECTOR OF THE COMPANY
* General information about the company and the sector, supported by references (website, sectoral reports).
* The situation of the company's sector in the world and in Turkey.
* The company's position within the industry.
1. INFORMATION ABOUT THE COMPANY
* Company’s mission and vision.
* Company’s short-term and long-term objectives.
* Company organization chart.
* Company’s marketing mix elements.
1. INTERNSHIP ACTIVITIES
* The department(s) where the student completed the internship, work performed, meetings or seminars attended.
* Internship Diary: This section must be structured on a daily basis, detailing the student’s tasks and experiences for each day. The diary should be at least 6 pages long.
1. SELF-ASSESSMENT
* The contribution of the internship to the student’s professional and academic development.
* The relevance of the courses taken to the internship experience.
* Future career preferences: whether the student would consider working in that company or in which department they would prefer to work.
* Student’s strengths and weaknesses based on the internship experience.
1. CONCLUSION
* General evaluation of the internship: Was it aligned with the student’s expectations?
* Would the student recommend the same company to their peers for an internship?

**INTERNSHIP REPORT**

|  |  |
| --- | --- |
| **INTERNSHIP PERIOD:** |  |
| **SURNAME:** |  |
| **NAME:** |  |
| **DEPARTMENT:** |  |
| **SIGNATURE:** |  |
| **NAME & ADDRESS OF THE INSTITUTION\*:** |  |
| **SIGNATURE & STAMP OF THE INSTITUTION\*:** |  |

* \****To be filled,*** *signed* ***and*** *stamped* ***by the institution***

### ÇALIŞILAN DEPARTMANLARLA İLGİLİ BİLGİLER / INFORMATION ABOUT THE DEPARTMENTS IN WHICH THE STUDENT HAS WORKED

|  |  |  |  |
| --- | --- | --- | --- |
| **BERABER ÇALIŞILAN YETKİLİ KİŞİ (KİŞİLERİN) SOYADI, ADI** **(LAST NAME, NAME (s) OF THE RESPONSIBLE PERSON(s)).**  | **DEPARTMAN****(DEPARTMENT)** | **ÇALIŞILAN DÖNEM (INTERNSHIP PERIOD)** | **ÇALIŞILAN TOPLAM GÜN SAYISI (TOTAL NUMBER OF WORK DAYS)**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ÖĞRENCİNİN SOYADI VE ADI / (Last Name & Name) :**

**ÖĞRENCİ NUMARASI / (Student’s Registration Number) :**

**YTÜ/ BÖLÜMÜ / (Student’s Department) :**

**ÖĞRENCİNİN İMZASI / (Signature of The Student) :**

**STAJ BAŞLANGIÇ TARİHİ / (Beginning Date) : XX/XX/XXXX**

**STAJIN BİTİŞ TARİHİ / (Ending Date) : XX/XX/XXXX**

**İŞYERİNİN ÜNVANI VE ADRESİ (Name & Address Of Institution) :**

**İŞYERİNDEKİ YETKİLİ KİŞİNİN ADI VE SOYADI / DEPARTMANI / TELEFON NO.**

**(Full Name Of The Responsible Person, Dept. & Tel. No.) :**

**YETKİLİ KİŞİNİN GÖREVİ: (Position Of The Responsible Person) :**

**YETKİLİ KİŞİNİN İMZASI VE MÜHÜRÜ: ( Signature & Stamp) :**

**BU SAYFAYI ÇOĞALTIP STAJ DEFTERİ İÇİN KULLANMALISINIZ. HER SAYFA SONUNDA AŞAĞIDAKİ TABLO BULUNMALI VE ŞİRKETTEN İMZA VE KAŞE ALINMALIDIR.**

**ÖĞRENCİNİN SOYADI VE ADI / (Last Name & Name) :**

**ÖĞRENCİ NUMARASI / (Student’s Registration Number) :**

**YTÜ/ BÖLÜMÜ / (Student’s Department) :**

**ÖĞRENCİNİN İMZASI / (Signature of The Student) :**

**STAJ BAŞLANGIÇ TARİHİ / (Beginning Date) : XX/XX/XXXX**

**STAJIN BİTİŞ TARİHİ / (Ending Date) : XX/XX/XXXX**

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**YETKİLİ KİŞİNİN İMZASI VE MÜHÜRÜ: ( Signature & Stamp) :**