ALANYA UNIVERSITY

GASTRONOMY AND CULINARY ARTS DEPARTMENT

GAS200/GAS300

SUMMER PRACTICE REPORT

STUDENT NAME SURNAME

STUDENT ID

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# 1. Summary (General summary of the 30-day practical internship)

# 2. Introduction

## 2.1. Type of the Practice

## 2.2. Purpose of the Practice

## 2.3. **Condition and purpose of the company**

(a brief description of the company, its history, size, staff, its client profile, the branch it serves, past projects, the definition of its products and related information)

## 2.4. The period of the practice

## 2.5. General information about the process of practice

## 2.6. General atmosphere of the Department

# 3. Sector & Business Analysis

## 3.1. Name and address of the institution

## 3.2. Field of activity

## 3.3. Short history of the institution that introduces the development of the institution.

## 3.4. Upper institution that is affiliated to (if any) and existing facilities.

## 3.5.Number of employees and their classification in the institution

(chef, cook, waiter, worker, technician, engineer, administrative personnel, etc.)

## 3.6. Services presented, service capacity, basic inputs and target markets.

## 3.7. Organizational chart of the company;department that the student attended;definition of the department.

(By drawing the organizational chart of the institution; please state which units fulfill production/service and general business administration functions, relations, authority and responsibilities between the departments.)

## 3.8. Financial Department

## 3.9. Front Office

## 3.10. Human Resources

## 3.11. Food & Beverage

## 3.12. Sales

## 3.13. Logistics

## 3.14. Cold Department

## 3.15. The working process of the department

(contribution/function of the department; the number and the responsibilities of the employees;the place of the Chef/Food and Beverage Manager within the company and the department)

# 4. Performed Activities

**Day 1.**

**Day 2-7.**

**Day 7-14.**

**Day 14-20.**

**Day 20-30.**

**5. Evaluation and Conclusion**

## 5.1. Performance evaluation of business should be evaluated and recommendations should be made if necessary.

## 5.2. The contribution of this practice to the student

(materials, techniques and applications, etc.)

## 5.3. Criticism of the work being done.

## 5.4. Criticism of the working system of the company.

## 5.5. What were your contributions to the company?

## 5.6. What have you learned in general?

## 5.7. Performance evaluation of yourself should be done.

Do you believe that you have been an exemplary practice student or would you have done anything differently?

## 5.8. State your ideas and suggestions that could increase efficiency in the processes of production and service at the institution you do the practice.

# 6. Appendix

Pictures from the practice period (mandatory)

# 7. References