

**ALANYA HAMDULLAH EMİN PAŞA UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF TOURISM MANAGEMENT**

**INSTRUCTION MANUAL FOR INTERNSHIP REPORT
&
EVALUATION GUIDELINE**

GENERAL INFORMATION

- As part of your summer practice, you are required to submit a Summer Practice Report.
- Please follow the instructions to write your report!
- All reports must be written in **English**.
- At the end of your summer practice, you will submit the printed version/or PDF version of your report to your instructors. All students must hand in their own reports and sign the proper documents necessary to complete their internship.
- If a student has not followed the given guidelines, the department holds the right to ask for a re-write specifying a second submission date.

DEADLINE OF REPORT SUBMISSION: (It will be announced)

- Students must hand in their own reports and send a PDF version via LMS or email to the announced email.
- All reports must have a signature page as given in APPENDIX-B. This page must be signed by the student. Do not forget to scan the signed page when you submit through email.
- Students who will send their reports through email are to receive a confirmation answer from their instructor. If you do not receive such an email your instructor might not have received you report. Please keep in contact and make sure your report has been received.

DEADLINE OF EVALUATION FORM SUBMISSION: (It will be announced)

- All students have been given an internship evaluation form at the beginning of this course. You are to make sure that the person who has been responsible for you fills out this form and submit it to your instructor before the deadlines in a closed and sealed envelope.



OUTLINE OF THE REPORT

Cover Page

- Cover page includes the information that will be printed on the front cover of the Internship Report. Cover page of the report will not be paged. Cover page must be written in accordance with the example given in APPENDIX-A.

Submission Approval Page

- All reports must have a signature page right after the cover page as given in APPENDIX-B. This page must be signed by the student. Do not forget to scan the signed page when you submit through email.

Table of Contents

- Contents in Internship Report must be prepared in accordance with APPENDIX-C.

Summary

- Your summary should be descriptive of your work during your internship with not more than 150 words. The aim, scope of the internship work, the method(s) used and the conclusion(s) will be stated clearly and shortly in a way that includes the summary of the report text without exceeding one page.

Introduction

This part should cover the following:

- Type of the Summer Practice
- Purpose of the Summer Practice
- Location of The Company (Company Adress)
- 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)
- The period of the summer practice
- General information of the process of summer practice
- Other Office personal
- General atmosphere of the Office

Sector & Business Analysis

This part should cover the following:



- Name and address of the institution
- Its field of activity
- Sort history of the institution that introduces the development of the institution
- Upper institution it is affiliated to (if any) and existing facilities
- Number of employees in the institution and their classification according to their qualities (worker, technician, engineer, administrative personnel, etc.)
- services presented, service capacity, basic inputs and target markets.
- 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.
- The working process of the department; contribution/function of the department; the number and the responsibilities of the employees; the place of the architect within the company and the department

**If you use the information on the website of your internship place make sure to cite your references. (In-text citation is also required!)*

Performed Activities

This part should cover the following:

- Definition of the work that the student was involved
- The schedule of the work process for the given and applied work
- Daily explanation of the progress of the work (supported with visual and graphic documentation)

Explain all of your work during the internship. Associate your work with at least 2 of the courses you took during your undergraduate degree by considering the following facts:

- How similar the work that you actually performed in your internship was to what you covered in the courses you took.
- How different the work that you actually performed in your internship was from what you covered in the courses you took.
- Discuss the current challenges existing in one of the activity areas of company and possible solution proposals.
- Did you have a chance to use your foreign language during your internship? What was this foreign language?



- Please list the duties you performed throughout your internship and explain what you did about these duties. Please attach the visual documents if any to the Internship Report.
- What kind of applications you saw about the theoretical knowledge you gained? Specify openly. Give examples.

Evaluation and Conclusion

This part should include the comments on:

In this section, the skills, experiences and observations acquired during your internship should be summarized.

- Performance evaluation of business should be evaluated and recommendations should be made if necessary.
- The contribution of such summer practice to the student (materials, techniques and applications, etc.)
- Criticism of the work being done
- Criticism of the working system of the company
- What were your contributions to the company? What were the contributions of internship to you?
- What have you learned in general?
- Performance evaluation of yourself should be done. Do you believe that you have been an exemplary intern student or would you have done anything differently?
- State your ideas and suggestions that could increase efficiency in the processes of production and service at the institution you do the internship.

In conclusion, the experience gained through the training and observations has to be addressed.

Appendixes

- Here, you can put anything you prepared during your internship and want to show. All other data, tables and figures not included in the main sections of the report will be added. You may add examples of the work you have done, pictures, graphics ect.
- An appropriate “title” must be selected for each “Appendix”, and must be numbered as Appendix-1, Appendix-2, Appendix-3 in accordance with the presentation order. (Ex:Appendix-1. Organizational Chart of the Institution).



References

- References should follow APA style. For information on citation please check; <https://owl.english.purdue.edu/owl/resource/560/1/>

PAGE SETUP FORMAT REQUIREMENTS

Internship Report must be written according to the report writing rules stated below and submitted on time.

- The report should be written in English using MS Word with Times New Roman font and 1.5 line spacing. Page margins should be 3 cm from left and 2 cm elsewhere (from right, top and bottom).
- All texts should be aligned justify.
- Must be written in digital format and printed on a white sheet in A4 size.
- All pages of the Internship Report except for the cover page must be paged.
- The students must give importance to the language used in the Internship Report; titles, sections, subsections, margins must be standard and in integrity, and the students must pay attention to spelling and punctuation

A GENERAL NOTE OF CAUTION : PLAGIARISM

Plagiarism is a serious offence in Alanya Hamdullah Emin Paşa University, resulting in severe disciplinary action. Using ideas and research findings of others, and yet pretending that they are your own is plagiarism, which is not only unethical and immoral but also crime. Therefore, you are advised and strongly warned not to borrow others' material directly without citation (otherwise, it is plagiarism) and not to use unnecessary "filler" material compiled from internet or other sources. Thus, including any activities that was not actually performed by you or, any observations and comments that was not authored by you as part of your report will not be tolerated. Therefore, great care must be given to using a proper style in writing your Summer Practice Report, so that your activity during your summer practice and your findings could be clearly distinguishable without any ambiguity from other submissions, even if you perform your summer practice with other students of your department, in same company.

EVALUATION OF THE INTERNSHIP REPORT

The success of the internship depends mostly on the following conditions:



- The reports that are not prepared in accordance with the Internship Report Writing Plan and Rules stated in the booklet will not be evaluated. Internship Committee may want the required parts to be rewritten.
- “Intern Evaluation Form” is given to the student whose internship place is approved in order to be submitted to the institution to be filled in at the end of the internship.
- The student is responsible from the distribution of the said form and it should be submitted with Internship Report.
- The students who receive Unsuccessful (U) grade must repeat the internship. Graduation procedure of the student who does not complete his/her internship will not be made.
- **Submission after the deadline will not be accepted.**



APPENDIX-A. (Cover Page)

**ALANYA HAMDULLAH EMİN PAŞA UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF TOURISM MANAGEMENT**



ALANYA HEP UNIVERSITY

**20..-20..
INTERNSHIP REPORT**

**Prepared by
Student Name
Student ID Number**

**Course Code and Course Name
Company Name and Department Name
Title and Name of The Personnel Who Was Responsible for You
Internship Dates
Internship Advisor Name from Alanya HEP
Date of the Submission**

**Month 20..
ALANYA**



APPENDIX-B (Submission Approval Page)

This part is to be filled out by the student.

I certify that I have submitted my internship report on time and with accordance to the Instruction Manual for Internship Report 20..

Name Surname:

Date:

Signature:

This part is to be filled out by the course instructor.

..... has submitted his/her internship report to the Department of Tourism Management before the given deadline.

1. Is the report being acceptable in accordance to the Department's Guideline?

Yes

No.....

2. If the answer to the above question is No;

a. Is a second draft required?

Yes

No.....

Comments:

b. Final Due date for the second draft is

Name Surname:

Date:

Signature:



APPENDIX- C (Table of Contents)

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****Remember the sub-headings here are examples, yours may be different.**

