



ALANYA HEP  
UNIVERSITY

**ALANYA HEP UNIVERSITY**

**FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

**DEPARTMENT OF TOURISM MANAGEMENT**

**INTERNSHIP GUIDE**

# GENERAL RULES

- There are two internship course in Department of Tourism Management. They are TRM 200 Summer Practice and TRM 300 Summer Practice 2 courses. You must intern for 20 work days for each course.
- Your internship must be done after make-up exams end in spring semester 20.. and before registration begins for 20.. fall semester. (For example: After 2020-2021 Spring Semester Make-up Exams End – Before 2021-2022 Fall Semester Registration)
- You choose your dates. But after it has been approved you cannot change your dates.
- All steps must be covered, no late submissions of anything.
- This is a very formal process, please be careful.

# GRADING

| <b>EVALUATION FORM</b> | <b>INTERNSHIP REPORT</b> |
|------------------------|--------------------------|
| <b>60%</b>             | <b>40%</b>               |


- Students who fail to fulfill any of these conditions will be considered unsuccessful in the internship course.

# GENERAL PROCESS

| <b>STEP</b> | <b>PROCESS</b>  |
|-------------|---|
| 1           | Intern Preference Form  |
| 2           | Announcement of Approved Companies and Informative Letter for Companies |
| 3           | Intern Approval Form  |
| 4           | Start Your Internship   |
| 5           | Intern Evaluation Form  |
| 6           | Intern Report   |
| 7           | Evaluation  |

# STEP 1 – INTERSHIP PREFERENCE FORM

- This is where you inform us about where you want to do your internship.
- You can have more than one preference.
- After all preference forms are analyzed by our internship commission, the intern places that have been approved by the faculty will be announced on our website.
- If your preferences has not been accepted by your faculty you must find a new place in the given time.

  
ALANYA HAMDULLAH EMİN PAŞA ÜNİVERSİTESİ  
İKTİSADİ VE İDARİ BİLİMLER FAKÜLTESİ  
TURİZM İŞLETMEÇİLİĞİ BÖLÜMÜ  
STAJYER ÖĞRENCİ TERCİH FORMU

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FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES  
DEPARTMENT OF TOURISM MANAGEMENT  
INTERN PREFERENCE FORM

|   |  |
|---|--|
| Öğrencinin Adı-Soyadı<br>(Student Name-Surname) |  |
| T.C. Kimlik Numarası<br>(Identity Number)       |  |
| Öğrenci Numarası<br>(Student Number)            |  |

**TERCİH LİSTESİ/PREFERENCE LIST**

Stajımı yurt içinde gerçekleştirmek istiyorum./I want to do my internship in Turkey.

Stajımı yurt dışında Erasmus+ kapsamında gerçekleştirmek istiyorum./I want to do my internship abroad via Erasmus+.

Stajımı yurt dışında kendi imkanlarım ile gerçekleştirmek istiyorum./I want to do my internship abroad by my own means.

| Tercihler<br>(Preferences) | İşletme Adı<br>(Name of Organization) | Hizmet Alanı<br>(Service Area) | Telifeş<br>Numarası/Faks<br>(No/Phone/Fax) |
|----------------------------|---------------------------------------|--------------------------------|--|
| 1                          |                                       |                                |  |
| 2                          |                                       |                                |  |
| 3                          |                                       |                                |  |
| 4                          |                                       |                                |  |

.../.../20...


Öğrencinin İmzası/Student Signature

İN GÜÇ .../.../... TARİHİNDE TURİZM İŞLETMEÇİLİĞİ BÖLÜM BAŞKANLIĞINDA BULUNULAN, ONAY VERİLEN STAJ YERLERİ .../.../... TARİHİNDE ÖĞRENCİLERE DUYURULARAK STAJ ONAY FORMU DOLDURMALARINI TALEP EDİLECEK. STAJ ONAY FORMLARI .../.../... TARİHİNDE TAMAMLANMIŞ OLARAK TEKLİM EDİLEBİLİR. TARİHİNDE TEKLİM EDİLMİYEN ÖĞRENCİLERİN STAJLARI İZLENİMİNDE KALACAKTIR.

THIS FORM MUST BE HANDED IN TO HEAD OF THE DEPARTMENT OF TOURISM MANAGEMENT BEFORE .../.../... DATE. APPROVED INTERNSHIP ORGANIZATIONS WILL BE ANNOUNCED ON .../.../... DATE, AND STUDENTS WILL BE ASKED TO FILL THE APPROVAL FORM. FILLED INTERNSHIP APPROVAL FORMS MUST BE HANDED IN ON .../.../... DATE. THE INTERNSHIP OF STUDENTS WHO DO NOT SUBMIT THEIR DOCUMENTS ON TIME WILL NOT BE COUNTED.

# STEP 2 – ANNOUNCEMENT OF APPROVED COMPANIES AND INFORMATION LETTER FOR COMPANIES

- After announcement of approved companies, you can take from us information letter of company that you will do your internship.

  
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././20..

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TURİZM İŞLETMEÇİLİĞİ BÖLÜMÜ**

**SAYIN FİRMA/KURUM/KURULUŞ YETKİLİSİ**

Staj dersi kapsamında aşağıda ismi belirtilen öğrencimiz Firma/Kurum/Kuruluşunuzda çalışmalarına ././20.. tarihinde başlamış olacaktır.

Öğrencimiz 20 iş günü staj yapmak zorundadır. Stajyer öğrenci staj süresince, haftada en az 1 (bir) gün izin kullanarak günde 8 saat çalışmak zorundadır.

Öğrencimizin SGK ödemeleri Üniversitemiz tarafından sizin imzaladığı Staj Yapılacak Kurumun Beyanına dayalı olarak izin günleri doğrultusunda staj tarihlerini kapsayacak şekilde yapılacaktır. SGK evrakları talebiniz halinde ayrıca tarafımıza gönderilecektir.\*

Bundan sonraki süreçte, stajyer öğrenci tarafından size teslim edilen "İŞYERİ Stajyer Öğrenci (SÖ) Değerlendirme Formu (EK-1)" tarafınızca kullanılarak bu süreç dahilinde öğrencimizin başarı durumunun sizin tarafından değerlendirilerek stajın tamamlanmasının ardından en geç 5 iş günü içerisinde kapalı ve imzalı zarf içerisinde Staj Komisyonuna iletilmesi gerekmektedir. Sizin objektif değerlendirmeleri stajyer öğrencimizin başarı notlarının belirlenmesinde kullanılacaktır.

Çalışmalarınızda başarılar diler, teşekküllerimizle saygılarımız sunarız.

**Dr. Öğr. Üyesi Nihan SİDAR**  
Turizm İşletmeciliği Bölümü  
Bölüm Başkanı


**Stajyer Öğrenci:**  
Adı ve Soyadı :  
Bölümü : Turizm İşletmeciliği

\*Stajın yurt dışında gerçekleştirilecek öğrencilerimizin SGK primi ödenmemektedir.

Tel: 0 242 513 69 69 Faks: 0 242 513 69 66 Web: www.alanyahap.edu.tr  
Adres: Alanya Hamdullah Emin Paşa Üniversitesi, İktisadi ve İdari Bilimler Fakültesi, Cıkcık Mah.  
Sarıyazı Cad. No:7 07400 Alanya/Antalya/TÜRKİYE

## STEP 3 – INTERN APPROVAL FORM

- After you find out which of your preferences has been accepted you must fill out the intern approval form.
- Here your internship dates must be written, your supervisor should be given and must be signed by your supervisor and you.
- Every single information in this form must be filled.

  
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**İKTİSADİ VE İDARİ BİLİMLER FAKÜLTESİ**  
**TURİZM İŞLETMECİLİĞİ BÖLÜMÜ**  
**STAJ YERİ BİLDİRİM VE KABUL FORMU**  
20.. - 20..

**İLGİLİ MAKAMA**

İktisadi ve İdari Bilimler Fakültesi Turizm İşletmeciliği Bölümü öğrencilerinin lisans eğitimlerini tamamlamak için staj yapma zorunluluğu vardır.

Fakültemizde öğrenim gören zorunlu staj yapacak olan öğrencilerin; sigortalılığının başlangıcı, sona ermesi ve konuyla ilgili bildirim yükümlülüğü 5510 sayılı Sosyal Sigortalar ve Genel Sağlık Sigortası Kanunu gereği kurumumuz tarafından yapılacaktır. Aşağıda bilgileri yer alan öğrencimizin staj uygulamasının kuruluşumuzda yapılması hususunda göstereceğiniz ilgiye teşekkür eder, çalışmalarınızda başarılar dileriz.

**Staj Komisyonu Başkanı**  
Adı Soyadı: \_\_\_\_\_  
İmza \_\_\_\_\_  
Tarih: .../.../20..

**ÖĞRENCİ BİLGİLERİ**

|                       |  |                 |  |
|-----------------------|--|-----------------|--|
| Adı Soyadı:           |  | Öğrenci No:     |  |
| T.C. Kimlik Numarası: |  | Fakülte:        |  |
| Bölüm/ Program:       |  |                 |  |
| Telefon Numarası:     |  | E-posta Adresi: |  |
| İkametgâh Adresi:     |  |                 |  |

— — — — —


## STEP 4 – START YOUR INTERSHIP

- Start your internship 😊
- If anything changes in your internship you must notify us immediately.



# STEP 5 –INTERSHIP EVALUATION FORM

- Can be filled out in English or Turkish.
- Must be in an envelope sealed and signed.
- All pages of your evaluation form must be signed.
- Due date of evaluation form will be announced late evaluation forms will not be accepted.
- Mails are not acceptable.




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STAJYER ÖĞRENCİ DEĞERLENDİRME FORMU  
20.. – 20..

|   |  |
|---|--|
| Kuruluş Adı:                                      |  |
| Öğrencinin Adı ve Soyadı:                         |  |
| Öğrencinin Bölümü:                                |  |
| Çalışılan Bölümler:                               |  |
| Değerlendirme Yetkilisinin Adı, Soyadı ve Unvanı: |  |
| Değerlendirme Yetkilisinin İletişim Bilgileri:    | Tel:.....<br>Faks:.....<br>E-Posta:..... |
| Öğrencinin İşe Başlama-Bitiş Tarihleri:           | .../.../20.. - .../.../20..              |

Bu değerlendirme formu, Alanya Hamdullah Emin Paşa Üniversitesi Staj Eğitimi kapsamında kuruluşunuza kabul edilen Stajyer Öğrenci ile ilgili değerlendirmelerinizi yapmanız amacıyla hazırlanmıştır.

Değerlendirmeleriniz, Stajyer Öğrencinin almış olduğu Staj dersinin notlandırılmasında önemli bir etken olacaktır. Bu nedenle, değerlendirmelerinizi yaparken objektif davranmanız ve yeterli hassasiyeti göstermenizi önemle rica ederiz.

Değerlendirme Formu; *Merkezi Yeteneklik, İş Tutumu ve Kişisel Yeteneklikler* olmak üzere 3 bölümden oluşmaktadır. Her bölümdeki bütün sorular eksiksiz yanıtlanmalı, eğer değerlendirme sorusuna öğrenci için cevap veremiyorsanız veya Stajyer öğrencinin durumu "Çok Zayıf" seçeneğinin de altında ise, "Bulunmuyor" cevap şikkini işaretlemenizi rica ederiz. Bu değerlendirme sonucunda Stajyer öğrencinin İŞYERİ notu hesaplanacaktır. Çok önem verdiğimiz bu değerlendirmelere ayıracağınız zaman ve vereceğiniz samimi cevaplar için şimdiden teşekkür ederiz.



1/4

## STEP 6 – INTERN REPORT

- As part of your summer practice, you are required to submit a summer practice report.
- All reports must be written in **English!**
- At the end of your summer practice, you will submit the printed version and 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 an second submission date.

## STEP 7 – EVALUATION OF INTERN 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 Commission 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

# OUTLINE OF THE REPORT

## (Cover Page And Submission Approval Page)

- Firstly **“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 in our website.
- All reports must have a **“Submission Approval Page”** right after the cover page as given in our website. This page must be signed by the student.
- Reports that are not signed will not be accepted!

# OUTLINE OF THE REPORT

## (Table of Contents and Summary)

- Contents in Internship Report must be prepared in accordance with the example in our website.
- 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.

# OUTLINE OF THE REPORT

## (Introduction)

This part should cover the following:

- Type of the summer practice,
- Purpose of the summer practice,
- Location of the company (company address),
- 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.

# OUTLINE OF THE REPORT (Sector & Business Analysis)

- This part should cover the following:
  - Name and address of the institution
  - Its field of activity
  - Short 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!)**

# OUTLINE OF THE REPORT (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:
    - 1) How similar the work that you actually performed in your internship was to what you covered in the courses you took.
    - 2) 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.



## OUTLINE OF THE REPORT (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.

## OUTLINE OF THE REPORT (Appendix and References)

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

# IN-TEXT CITATIONS

- Include an in-text citation when you refer to, summarize, paraphrase, or quote from another source. For every in-text citation in your paper, there must be a corresponding entry in your reference list.
- APA in-text citation style uses the author's last name and the year of publication,

For example: (Field, 2005).

- For direct quotations, include the page number as well.

For example: (Field, 2005, p. 14).

## EXAMPLE

A few researchers in the linguistics field have developed training programs designed to improve native speakers' ability to understand accented speech (**Derwing, Rossiter, & Munro, 2002; Thomas, 2004**). Their training techniques are based on the research described above indicating that comprehension improves with exposure to non-native speech. **Derwing et al. (2002)** conducted their training with students preparing to be social workers, but note that other professionals who work with non-native speakers could benefit from a similar program.

- Derwing, T. M., Rossiter, M. J., & Munro, M. J. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 23(4), 245-259.
- Thomas, H. K. (2004). *Training strategies for improving listeners' comprehension of foreign-accented speech* (Doctoral dissertation). University of Colorado, Boulder.

## 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.

# 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).**
- 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

## REPORT SUBMISSION DATE

- Report submission date will be announced.

**\*SUBMISSION AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

**\*MAILS WILL BE ACCEPTABLE, BUT MUST BE CONFIRMED!**

## HEALTHY

- If you miss days due to sickness, the days of internship are compensated due to valid excuses. These days cannot exceed **10%** of the total compulsory internship period.



## SUBMISSION DATES

| PROCESS   | DATE                  |
|---|-----------------------|
| Intern Preference Form  | It will be announced. |
| Announcement of Approved Companies and Informative Letter for Companies | It will be announced. |
| Intern Approval Form  | It will be announced. |
| Intern Evaluation Form  | It will be announced. |
| First Submission of Report  | It will be announced. |
| Second Submission of Report   | It will be announced. |

### REMINDER

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

# IMPORTANT

- Always check our department Whatsapp Group.
- Always check our department official website.
- Make sure the emails you have given us of your responsible person are correct.