

**ALANYA UNIVERSITY
FACULTY OF ECONOMICS, ADMINISTRATIVE
AND SOCIAL SCIENCES
DEPARTMENT OF TOURISM MANAGEMENT**

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

SPRING 2024-2025



GENERAL INFORMATION

- As part of the summer practice, it is required to submit a Summer Practice Report and Notebook.
- Please follow the instructions to write the report.
- The summer practice report must be submitted to the Internship Commission within *the specified date announced on our departments website*. If you are not able to bring the original version within this time you may send a PDF version to TEAMS but you must bring the original before the add drop period of the next semester.
- All students must hand in their own reports and sign the proper documents necessary to complete summer practice. All pages of the Intern Notebook must be signed by the student and the supervisor.
- In case that the student has not followed the given guidelines, the department holds the right to refuse or ask for a re-write (A second submission date).

PAGE AND REPORT FORMAT

- All reports must be written in English.
- All reports must be written in digital format (MS Word).
- Summer practice 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 summer practice report except for the cover page must be paged.
- The students must give importance to the language used in the summer practice 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 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 a 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 the internet or other sources. Thus, including any activities that were not actually performed by you or, any observations and comments that were 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 the 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 the same business.

EVALUATION OF THE SUMMER PRACTICE REPORT

- Submission after the deadline will not be accepted.
- The summer practice report that is not prepared in accordance with the "General Information", "Page and Report Format" and "Table of Contents and Outline of the Report" stated in the guideline will not be evaluated. The Internship Commission may ask the required parts to be rewritten.
- The students who receive Unsuccessful (U) grade must repeat the summer practice.
- Graduation procedure of the student who does not complete his/her summer practice will not be made.

TABLE OF CONTENTS AND OUTLINE OF THE REPORT

Cover Page

1. Introduction
 - 1.1. Type of the Summer Practice
 - 1.2. Purpose of the Summer Practice
2. Sector and Business Analysis
 - 2.1. Information about the Sector
 - 2.2. Information about the Business
 - 2.2.1. Type of the Business
 - 2.2.2. Management of the Business
3. Activities Performed-Internship Notebook (1 entry for each day)
4. Evaluation and Conclusion
5. References



INFORMATION AND DETAILS ABOUT TABLE OF CONTENTS AND OUTLINE OF THE REPORT

A. COVER PAGE

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

1. INTRODUCTION

This part should cover the following:

- Type of the summer practice
- Purpose of the summer practice
- Location of the business (business address)
- Condition and purpose of the business (a brief description of the business, 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 staff members
- General atmosphere of the business and office

2. SECTOR AND 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 business; 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.
- *If you use the information on the website of your summer practice place make sure to cite your references.

3. ACTIVITIES PERFORMED –INTERN NOTEBOOK

Activities performed document is prepared **for all working days by the student**. It must be written in accordance with the example given in APPENDIX-B. These documents must be signed by the student and supervisor.

4. EVALUATION AND CONCLUSION

In this section, the skills, experiences and observations acquired during your summer practice should be summarized. This part should cover the following:

- Performance evaluation of business should be evaluated and recommendations and suggestions 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 business
- What were your contributions to the business? What were the contributions of summer practice 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 summer practice. In conclusion, the experience gained through the training and observations has to be addressed.

5. REFERENCES

References should follow APA style. For information on citation please check:

- <https://owl.english.purdue.edu/owl/resource/560/1/>





APPENDIX-A

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DEPARTMENT OF TOURISM MANAGEMENT**



**2024-2025
SUMMER PRACTICE REPORT
&
INTERNSHIP NOTEBOOK**

**PREPARED BY
STUDENT NAME AND SURNAME
STUDENT ID**

**SUMMER PRACTICE COURSE CODE AND NAME
BUSINESS NAME AND DEPARTMENT NAME
TITLE AND NAME OF THE PERSONNEL WHO WAS RESPONSIBLE FOR YOU
SUMMER PRACTICE DATES
SUMMER PRACTICE ADVISOR NAME FROM ALANYA UNIVERSITY
DATE OF THE SUBMISSION**

**MONTH 2025
ALANYA**



APPENDIX-B

ACTIVITIES PERFORMED	
Date	:
Activities Performed	:
STUDENTS NAME AND SURNAME SIGNATURE	
SUPERVISOR NAME AND SURNAME SIGNATURE	

