**IMPORTANT POINTS ABOUT THE INTERNSHIP REPORT**

All students are required to prepare an **Internship Report** at the end of each internship period. We suggest you prepare your report according to the following rules:

**Format**

* The report should be max. 3 pages.
* Internship report should be handed to the internship advisor in a printed and filed or via e-mail.

**Topics should be mentioned in report:**

* The description of the internship institution.
* The description of the department of internship; the role and the importance of the department within the organization.
* Your evaluation of the department of internship (we suggest you to support your evaluation with the theoric information given to you in your courses).

**You can use the list below for the content of your evaluation and you can also include other topics.**

* Information about your activities/position in the department; the characteristics of your position
* Positive or negative experiences that you lived and observed during your internship
* What are the contributions of the internship period to you? What have you learned?
* Please make a comparison of your expectations before doing the internship and your actual experience. Are there any gaps? If there are, what are they?
* Your perceptions, opinions and suggestions about the field that you did your internship.

**Internship report should be prepared in ENGLISH.**

**INTERNSHIP FINAL REPORT**

STAJ RAPORU İLE İLGİLİ ÖNEMLİ NOKTALAR

Her öğrenci staj döneminin sonunda bir **Staj Raporu** hazırlamakla yükümlüdür. Staj raporunu altta belirtilen kurallar doğrultusunda hazırlanması gerekmektedir:

**Şekil olarak**

* Staj raporunun **en fazla 3 sayfa**  olmalıdır.
* Staj raporu bilgisayar çıktısı olarak hazırlanmalı ve dosya ile sunulmalıdır.

**Raporda bulunması gereken bilgiler:**

* Staj yapılan kurum hakkında bilgi
* Staj yapılan birim hakkında bilgi, birimin kurumdaki yeri ve önemi (stajınız süresince birden fazla bölümde çalıştıysanız istediğiniz bir tanesini seçebilirsiniz).
* Staj yapılan birimin operasyonları ve yaptığınız iş ile ilgili sizin değerlendirmeniz (değerlendirmelerinizi derslerde öğrendiğiniz teorik bilgiler ile desteklemeniz önerilmektedir)

**Değerlendirmenizi yaparken alttaki sorulardan faydalanabilir, ayrıca daha farklı konulara da değinebilirsiniz**

* Yaptığınız iş ile ilgili bilgi, yaptığınız işin özellikleri,
* Staj sırasında yaşadığınız ya da gözlemlediğiniz en olumlu ya da olumsuz tecrübeler,
* Stajın size ne gibi katkıları oldu, neler öğrendiniz,
* Staja başlamadan önceki beklentileriniz ile staj sırasındaki tecrübenizin karşılaştırması,
* Beklentileriniz ve yaşadığınız tecrübe arasında olumlu ya da olumsuz farklılıklar var mı? Varsa bunlar nelerdir,
* Staj yaptığınız alan ile ilgili düşünceleriniz, algınız, önerileriniz nelerdir?
* Stajın Turizm işletmeciliği mesleği ile ilgili düşünceleriniz ve algınızı nasıl etkiledi,
* Genel değerlendirme.

**Staj raporu İNGİLİZCE yazılacaktır.**

**ANTALYA BİLİM UNIVERSITY**

**Department of Tourism and Hotel Management**

**Internship Final Report**

**Student Name and Last Name:**

**Student ID:**

**Internship Institution:**

**Department/s:**

**Supervisor Name and Last Name:**

**Start and End Dates:**

**Internship Term:**   TRM 200 Internship 1  TRM 300 Internship 2

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| --- |
| **1. ABOUT THE INSTITUTION**  Provide the following information about your internship institution:   1. A brief history of the institution 2. Field of operations and activities 3. Institution size and the organizational structure 4. The objectives of the department you worked in, and its relations to other departments |

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| **2. INTERNSHIP PROJECT**  Clearly explain the following in detail:   1. Specific task assigned to you 2. Impact of your internship work on the institution 3. Results and suggestions |

**FORM 3: INTERNSHIP EXPERIENCE EVALUATION FORM**

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| İşyeri Değerlendirme Formu (Intern Place Evaluation Form)  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Staj yeri/Intern place** | | I strongly agree | I agree | Neutral | I disagree | I strongly disagree | | 1 | I was received by the company/ institution upon reporting there. |  |  |  |  |  | | 2 | I have been given a decent orientation before I started to work. |  |  |  |  |  | | 3 | I have been exposed to use tools while working. |  |  |  |  |  | | 4 | Works given were clear and understandable. |  |  |  |  |  | | 5 | I have encountered with guest(s) problem(s) while working. |  |  |  |  |  | | 6 | I have formed a good relationship with my supervisors and manager. |  |  |  |  |  | | 7 | I was asked to work overtime. |  |  |  |  |  | | 8 | I have been given irrelevant duties while at work. |  |  |  |  |  | | 9 | I was able to improve my skills & abilities while working. |  |  |  |  |  | | 10 | I have formed a decent relationship with guests at work. |  |  |  |  |  | | 11 | I had to wear the company/institution’s uniform at work. |  |  |  |  |  | | 12 | I have formed a good relationship with my colleagues. |  |  |  |  |  | | 13 | I have been assigned to proper duties to prove my skills & abilities. |  |  |  |  |  | | 14 | I have been able to improve my English skill while working. |  |  |  |  |  | | 15 | I have encountered with staff conflict(s) while working. |  |  |  |  |  | | 16 | Staff cafeteria and restrooms were clean and tidy. |  |  |  |  |  | | 17 | I have learned new things while working. |  |  |  |  |  | | 18 | I was given a day off during each week I worked. |  |  |  |  |  | | 19 | I have never been late at work. |  |  |  |  |  |   **If you like to add any other comments please use this part (Diğer eklemek istediğiniz düşüncelerinizi lütfen bu bölümde paylaşın) :** |