



İZMİR UNIVERSITY OF ECONOMICS

INTERNSHIP BOOKLET

ST 200/300/400

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I. DEFINITION AND AIM OF THE INTERNSHIP

The students studying at Izmir University of Economics are anticipated to perform internship in order to improve their theoretical knowledge gained while studying and develop their skills.

Internship is to get IUE students ready for the business life in public and private sectors. IUE undergraduate and Vocational School students prepare for business life by making internship during specific periods in order to make observations and on-site examinations about the positions they may have in trade and industry enterprises and in institutions and corporations in service sector about their education.

Providing the development of the knowledge formed by the courses in the related academic program in industry is preparing for the courses that will be taken in the following years, introducing students with the works they may do in the institutions related to their education in an industry environment. The viewpoint in here must be to observe the works done in the institution in detail. Besides, by performing this internship, the students will gain experience about institution-management-worker relations and interactions.

II. INTERNSHIP DURATION AND QUALITY

Internship students must perform their internships during the periods and in ways stated below.

Faculty / Department / Program	Name / Quality of Internship	Term/Grade that Internship will be Performed	Internship Duration and Conditions
Faculty of Computer Sciences			
Computer Engineering		Through the end of 2 nd and 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration
			May be performed in two different institutions Must be performed in the IT, Software Development, Computer Applications, etc. departments of the institutions
Industry Systems Engineering	1. Internship : 2 nd grade internship must be performed in manufacturing industry.	Through the end of 2 nd and 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration
	2. Internship: 3 rd grade internship can be performed in manufacturing or service sector.		May be performed in two different institutions
Software Engineering		Through the end of 2 nd and 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration
			May be performed in two different institutions Must be performed in the IT, Software Development, Computer Applications, etc. departments of the institutions
Faculty of Arts and Sciences			
Mathematics		Through the end of 2 nd and 3 rd grades, in Summer Time	Duration: At least uninterrupted four weeks
Psychology	1. Internship: Development (Day nursery and Nursery school), Experimental, Neuropsychology / Biophysics Laboratories	At the end of 2 nd and/or 3 rd grades, in Summer Time	Duration: At least uninterrupted four weeks / 20 business day
	2. Internship: Industry, Private Education (All Handicapped People), Judicial, Guidance and Consultation, Sports, Art, Traffic, Politics, Media-Communication, Environment, Minorities, Intercultural, Orphanage, Rest Homes	At the end of 3 rd grade, in Summer Time	Duration: At least uninterrupted four weeks / 20 business day
	3. Internship: Clinic Internship	In 4 th grade Half Term and Spring Semester	Duration: 20 business days In spring semester in at least 10 business days in half term and must be completed until the end of the 10 th week that course withdrawal procedures are done.
Students must be successful in two of the anticipated internships.			

Translation and Interpretation		In the half term of 3 rd grade and/or , in Summer at the end of 3 rd grade	Duration: At least uninterrupted six weeks as 2+4 or 3+3 or; uninterrupted 6 weeks with the approval of Internship Commission
Faculty of Fine Arts and Design			
Industrial Design		Through the end of 2 nd and 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration May be performed in two different institutions
Interior Architecture and Environmental Design	<p>1. Internship: Construction Site Internship (2nd grade summer time)</p> <p>2. Internship: Office Internship (3rd . grade summer time)</p>	Through the end of 2 nd and 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration Will be performed in two different institutions
Communication Design	<p>For students in area of specialization of Graphics Design:</p> <p>1. Internship: Preferably in printing houses, (*)</p> <p>2. Internship: Must be performed in design/advertising agencies (*)</p> <p>For students in area of specialization of Multimedia:</p> <ul style="list-style-type: none"> • Must be performed in • Photography Studio, • Advertising Agencies, • Television Studios, • Post production companies, • Film sets 	Through the end of 2 nd and 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration Will be performed in two different institutions (*) Internship Committee decides about the changes in internship places, if found necessary.
Architecture	<ul style="list-style-type: none"> • Construction Site Internship • Drawing Office Internship 	Through the end of 2 nd and 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration Will be performed in two different institutions
Fashion Design	The internship must be performed in institutions, factories, design offices	Through the end of 2 nd and 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration May be performed in two different institutions
Faculty of Communication			
Media and Communication	<p>1. Internship: Outside the University</p> <p>2. Internship: In the University</p>	Through the end of 2 nd or 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration If the Internship Committee accepts, two of the internships may be performed outside the university.
Public Relations and Advertising		Through the end of 2 nd or 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration May be performed in two different institutions

Faculty of Economics and Administrative Sciences			
Economics		Through the end of 2 nd and/or 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration May be performed in two different institutions
Economics (DDP-SUNY)	<i>No internship obligation</i>		
Business Administration		Through the end of 2 nd and/or 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration May be performed in two different institutions
Business Administration (DDP -SUNY)	<i>No internship obligation</i>		
Logistics Management		Through the end of 2 nd and/or 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration May be performed in two different institutions
International Relations and EU		Through the end of 2 nd and/or 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration May be performed in two different institutions
International Trade and Finance		Through the end of 2 nd and/or 3 rd grades, in Summer Time	Duration: At least totally 8 weeks with uninterrupted four-week duration May be performed in two different institutions
Vocational School			
All Programs			Duration: 12 weeks
Dual Diploma Associate Program	Work/Service Internship		Duration : Totally 8 weeks (with two equal terms for four-week duration or an uninterrupted 8-week duration)
School of Applied Management Sciences			
Culinary Arts Management	1. Internship:	1. Internship Management Internship	At the end of the first grade or the following years
	2. Internship:	2. Internship Application Internship	At the end of the second grade or the following years

III. INTERNSHIP PROCESS

III. 1. Internship Application and Approval of the Internship Place: Before starting to the internship, all students have to receive approval for their internship place by submitting "Internship Acceptance Form" in Appendix 2 to the related Internship Committee at the end of the 3rd week of May at the latest. The application date for the internships that should be completed in the academic year because of the type of the education in a department is announced by the related Department Internship Committee. If needed, each department may limit the qualities of the internship institutions in accordance with the type of education in their own department.

III. 2. Intern Evaluation Form: "Intern Evaluation Form" in Appendix 3 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. Following the end of internship, the form that is filled in by the authorities in the institution has to be given to the internship committee by the student or sent via mail by the institution to *İzmir Ekonomi Üniversitesi Öğrenci Dekanlığı* *Staj Birimi, Sakarya Cad. No: 156 35330 Balçova-İZMİR* in a sealed and stamped envelope.

III. 3. Internship Place Evaluation Form : All the students that complete their internship fills in "Internship Place Evaluation Form" in APPENDIX-4 and submit it to the Internship Committee with their internship report.

III. 4. Preparing the Internship Report: Internship Report is prepared in English in accordance with the content and writing rules specified in item V. A summary in Turkish will be submitted to the institution if demanded.

III. 5. Submission of the Internship Report: Internship reports in English must be delivered to the related Internship Committee within 7 days following the end of the internship period.

III. 6. Evaluation of the Internship Report: Internship documents are examined by the related Internship Committee or members of academic staff.

If needed, the commission may ask student to demonstrate his/her knowledge, rewrite the report and/or have an interview with the student about his/her internship.

In the event of failure, internship programs must be repeated.

The submission and approval of the internship reports of the students who only have obligation of internship for graduation must be completed until the beginning of the courses in the following semester. In completion of these procedures, the student is obliged to pay the tuition fee of the following semester

IV. INTERNSHIP REPORT WRITING PLAN AND RULES

IV.1. Report Writing Plan

Internship Report is made up of the following parts.

- Internship Report cover page,
- Contents
- Summary
- Internship Report main text
- Appendix pages (if any)

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-5/A.

Contents : Contents in Internship Report must be prepared in accordance with APPENDIX-5/B.

Summary : 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 (APPENDIX-5/C)

Report Main Text : Internship Report main text should be prepared in a way to provide answers to the questions in Section V and to the questions in APPENIX-6 given by the department if any.

Appendixes : 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).

IV.2. Page Setup and Writing Rules

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

Internship Report is a report that the questions in the internship booklet are answered and that includes additional works and/or drawings wanted from the students by the institution. The appendixes with too much drawing, photography and visual material will be submitted in a form (CD, DVD, Portfolio, etc.) announced by the internship committee

Internship Report:

- Must be written in digital format and printed on a white sheet in A4 size.
- MS-WORD standard word template, Times New Roman font, 12 font size and 1½ line spacing must be used.
- All pages of the Internship Report except for the cover page must be paged and each page of the report should be sealed by the authorities of the institution.
- The report is made up of "Izmir University of Economics Internship Report Cover Page" example of which is given in APPENDIX-5/A and the texts and appendixes that include the answers of the general questions under "Questions to be answered" title in section V of this booklet and other additional questions required by the departments if any.
- 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

Students must refrain from using unnecessary information and documents in the report, and they must give reference to the information that support the main text of the report, page them and put them to the appendixes part without exceeding 5 pages.

V- QUESTIONS TO BE ANSWERED

The following questions must be answered in detail in Internship Report. The report is not restricted with these questions; if necessary, you may give information apart from these questions.

QUESTION 1- Give the following information about the institution you performed your internship. (2 pages at most):

- a) Name and address of the institution
- b) Its field of activity
- c) Short history of the institution that introduces the development of the institution
- d) Upper institution it is affiliated to (if any) and existing facilities
- e) Number of employees in the institution and their classification according to their qualities (worker, technician, engineer, administrative personnel, etc.)
- f) For manufacturer enterprises: produced goods, production capacity, basic raw materials, material supply methods, annual production amounts and target markets.
- g) For service enterprises: services presented, service capacity, basic inputs and target markets.

QUESTION 2- 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 activities a company must perform in order to fulfill its aims defined as producing and/or marketing economic goods/services are named as business administration functions and they are gathered under following titles:

- Management
- Production
- Marketing
- Finance and Accounting
- Personnel
- Research – Development
- Public Relations

Management is a process made up of planning, organizing, coordinating, orienting and supervising the activities of people to reach the foundation aim of the enterprise.

Planning is to determine and arrange what to do, how to do, when to do and with whom to do.

Organizing is to set an organization in accordance with the aims established in planning process and the ways determined to reach these.

Orientation is activating the operation of the organization by using organizational communication, motivation level of the wage earners and leadership attributes.

Coordination is to combine the efforts of the wage earners, arrange the time, provide the activities to be successive in order to reach the common goal and interpenetrate them to integrate each other.

Supervision is to confirm what is implemented in business administration functions, how it is implemented and to what extent it is implemented.

QUESTION 3- Did you have a chance to use your foreign language during your internship? What was this foreign language? Please answer in Yes/No format and specify which languages you used.

QUESTION 4- Please make a general evaluation of the internship and explain how they benefited from your knowledge and suggestions throughout your internship by specifying the special cases you encountered in your working place, the general troubles and deficiencies you saw, the difficulties you experienced in answering the questions and other issues that drew your attention. Please state what kind of changes you can make in the institution to increase production and service efficiency.

QUESTION 5- 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.

QUESTION 6- Please describe a distinct work problem you encountered in the corporation. Please write your suggestions about the solution of this problem in light of the knowledge you gained in your education program.

QUESTION 7- What kind of applications you saw about the theoretical knowledge you gained? Specify openly. Give example.

QUESTION 8- Please tell what this internship gave to you in one paragraph.

VI- EVALUATING THE INTERNSHIP REPORT

While evaluating the Internship Report Izmir University of Economics Internship Directive is taken as a basis.

The evaluation is made over 100 and the results are conveyed to Student Affairs by the faculty deanship/school directorship. Student who gets at least 60 points at the end of the evaluation will be successful in internship. Evaluation results are indicated in the transcripts of the students by the Student Affairs as satisfactory (S) or unsatisfactory (U).

Internship grades may be taken into consideration in the evaluation of certain courses if accepted by the related faculty.

The following conditions are effective while evaluating the internship to be Successful (S).

a) 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.

b) "Intern Evaluation Form" in Appendix 3 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. Following the end of internship, the form that is filled in by the authorities in the institution has to be given to the internship committee by the student or sent via mail by the institution to *İzmir Ekonomi Üniversitesi Öğrenci Dekanlığı Staj Birimi, Sakarya Cad. No: 156 35330 Balçova-İZMİR* in a sealed and stamped envelope.

c) The student is responsible from the distribution of the said form and it should be submitted with Internship Report.

d) Internship Report is submitted to the related unit to be given to Internship Committee until the end of the period stated in IUE Internship Directive. The reports that are not submitted in time are not evaluated and the student fails.

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.

APPENDIXES



İZMİR EKONOMİ ÜNİVERSİTESİ

ZORUNLU STAJ BAŞVURU FORMU

İZMİR UNIVERSITY OF ECONOMICS

COMPULSORY INTERNSHIP APPLICATION FORM

I-ÖĞRENCİ BİLGİLERİ / STUDENT INFORMATION

Adı / Name :	
Soyadı / Surname :	
Öğrenci No ve sınıfı / Student ID No and year	
Fakülte / Faculty:	
Bölüm / Department :	
Staj Süresi/ Duration of Internship :	
Staj Türü (imalat, hizmet, ofis, inşaat, atölye, şantiye vb.)/ Type of the Internship (production, service, office, construction, workshop, construction site, etc.)	
Yazışma Adresi / Contact Address :	
Tel : (Ev / Home) GSM : e-mail :	

II-İŞLETME BİLGİLERİ / COMPANY INFORMATION

Adı / Name :	
Yazışma Adresi / Contact Address :	

III-ÖĞRENCİ DEKANI ONAYI/ APPROVAL OF STUDENT DEAN

İzmir Ekonomi Üniversitesi Staj Yönergesi gereği, öğrencilerimizin teorik eğitimini uygulamayla pekiştirmek amacıyla kamu ve özel sektörde staj yapma zorunlulukları vardır. 5510 sayılı Kanunun 5. maddesinin (b) bendi gereğince zorunlu stajını yapacak öğrencilerimizin "İş Kazası Meslek Hastalığı" primi öğrencimiz zorunlu staj süresince Üniversitemiz tarafından ödenecektir. / In accordance with the Internship Directive of İzmir University of Economics our students are required to do internship in private or public sectors in order to improve their theoretical education with practice. In accordance with item (b) of the article 5 of the Law numbered 5510, the "Workmen's Compensations Insurance" premium of the students who will perform their compulsory internship will be paid by the University during their internship.

Yukarıda bilgileri verilen öğrencimizin belirtilen sürelerde zorunlu stajını kurumunuzda yapabilmesi için gerekli izin verilmesini bilgilerinize sunarım. / I kindly request you to give permission to our student identified above, to do his/her compulsory internship at your institution on the indicated dates.

Saygılarımla/ Yours Sincerely,

Mine KAYICAN
Öğrenci Dekanı/Student Dean

Bu kısım Öğrenci Dekanlığı tarafından doldurulacaktır. / This section will be filled in by the Dean of Students

Tarih/Date :/...../.....

Sayı/Ref : B.30.2.İEÜ.0.72.00.01-773.03- -



İZMİR EKONOMİ ÜNİVERSİTESİ

STAJ KABUL FORMU

(Staj yapılacak kurum tarafından staj öncesinde doldurulacaktır.)

İZMİR UNIVERSITY OF ECONOMICS

INTERNSHIP ACCEPTANCE FORM

(This will be filled in before the internship by the institution in which the internship will be performed.)

I-ÖĞRENCİ BİLGİLERİ / STUDENT INFORMATION

Adı / Name :	Soyadı / Surname:
Öğrenci No / Student ID No:	
Fakülte / Faculty:	Bölüm / Department:
Staj Süresi/ Duration of Internship	
Staj Türü (imalat, hizmet, ofis, inşaat, atölye, şantiye vb.)/ Type of the Internship (production, service, office, construction, workshop, construction site, etc.)	
Yazışma Adresi / Contact Address:	
Tel : (Ev / Home)	GSM :
e-mail :	
Varsa (öğrenciye ait); <input type="checkbox"/> SSK <input type="checkbox"/> BAĞ-KUR <input type="checkbox"/> EMEKLİ SANDIĞI	
numarası	

II-STAJ YAPILACAK KURUMUN/ THE INSTITUTION'S

Adı / Name of the Institution:	
Kurum içindeki birimin adı/ : Name of the department in the institution	
Adresi / Address:	
Tel/Phone:	
Fax :	E-mail :
Yetkili Staj Sorumlusunun Adı / Name of the Staff Responsible for Internship:	
İnsan Kaynakları Müdürünün Adı/ Name of Human Resources Manager:	
Staj Başlama Tarihi/Beginning Date:	
Staj Bitiş Tarihi/ Completion Date:	

STAJYERDEN BEKLENEN GÖREVLER/ DUTIES EXPECTED FROM THE INTERN	STAJYERE VERİLECEK DESTEK/ SUPPORT THAT WILL BE GIVEN TO THE INTERN
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İŞYERİ STAJ YETKİLİSİNİN ONAYI/APPROVAL OF THE STAFF RESPONSIBLE FOR INTERNSHIP AT THE INSTITUTION

Kurumumuzda yukarıda belirtilen tarihler arasında staj yapması kabul edilmektedir. / The person is permitted to do his/her internship at our institution on the dates indicated above.

.../.../.....

.....
Kurum Yetkilisi/Responsible Staff of the Institution
(İmza)/Signature

İEÜ STAJ KOMİSYONU ONAYI/ APPROVAL OF IUE INTERNSHIP COMMITTEE

Yukarıda adı geçen öğrencimizin belirtilen kurumda zorunlu stajını yapması komisyonumuz tarafından uygun görülmüştür/görülmemiştir./ It is approved /not approved for our student, identified above, to do his/her compulsory internship at the institution indicated.

.../.../.....

.....
Staj Komisyonu/ Internship Committee
(İmza) /Signature

	İZMİR EKONOMİ ÜNİVERSİTESİ STAJYER DEĞERLENDİRME FORMU (Staj yapılacak kurum tarafından staj sonrasında doldurulacaktır.)
	İZMİR UNIVERSITY OF ECONOMICS INTERN EVALUATION FORM (This will be filled in before the internship by the institution in which the internship will be performed.)

I-ÖĞRENCİ BİLGİLERİ / STUDENT INFORMATION	
Adı / Name :	Soyadı / Surname:
Öğrenci No / Student ID No.	
Fakülte / Faculty:	Bölüm / Department:
Yazışma Adresi / Contact Address:	
Staj Süresi / Duration of Internship	
Staj Türü (imalat, hizmet, ofis, inşaat, atölye, şantiye vb.) / Type of the Internship (production, service, office, construction, workshop, etc.)	
Tel : (Ev / Home)	GSM :
e-mail :	

II-STAJ YAPILAN KURUMUN/ THE INSTITUTION'S	
Adı / Name:	
Adresi / Address:	
Tel/Phone:	
Fax :	E-mail :
Yetkili Staj Sorumlusunun Adı / Name of the Staff Responsible for Internship:	
İnsan Kaynakları Müdürü'nün Adı / Name of Human Resources Manager:	
Staj Başlama Tarihi/ Beginning Date:	
Staj Bitiş Tarihi/ Completion Date:	

III-DEĞERLENDİRME/EVALUATION					
A-Kişisel Değerlendirme/ Personal Evaluation					
		İyi Good	Yeterli Satisfactory	Zayıf Poor	Gözlenmedi Not observed
Kendine güven	Self confidence				
İnisiyatif	Initiative				
İşine gösterdiği özen	Interest, work attitude				
Üstü ile iletişimi	Communication with superiors				
İşe devamda titizliği	Attendance at work				
Sorumluluk alma	Taking responsibility				
Görevini yerine getirme	Fulfilling the duties				
Çalışma hızı ve zamanını değerlendirme	Work efficiency and time management				
Uygun malzeme kullanma becerisi	Appropriate material usage skills				
Bilgiyi uygulamaya dökme becerisi	Practice and knowledge combination skill				
İşi algılama ve öneri getirebilme	Perception of work and ability to suggest				
Stajın ilk gününden son gününe kadar gösterdiği profesyonel gelişim	Professional development displayed from the first day to the last day of the internship				
Takım çalışmasına ve iş bölümüne yatkınlık	Inclined to team work and division of labor				
Genel Değerlendirme	Overall Evaluation				

B-Stajyerin, staj süresince toplam staj süresinin %10'undan fazla devamsızlığı var mıdır? /
Has there been absence of the intern more than 10% of the internship period?

Evet//Yes (gün-toplam/days-total)
Hayır/ No

C- Lütfen eleştirilerinizi ve stajyer öğrencinin gelişimi ile ilgili tavsiyelerinizi belirtiniz./
Please state your comments and suggestions on the progress of the intern.

D- Bu stajyeri tekrar çalıştırmayı düşünür müsünüz? (Yanıtınız Hayır ise, lütfen nedenini açıklayınız.)
Would you consider employing this intern again? (If your answer is No, please explain.)

Evet/Yes
Hayır/No

E-Gelecek yıl üniversitemizden stajyer çalıştırmak ister misiniz? (Yanıtınız Hayır ise, lütfen nedenini açıklayınız.)/ *Would you consider employing intern from our university next year? (If your answer is No, please explain.)*

Evet/Yes
Hayır/No

**STAJ YETKİLİSİNİN ONAYI/ APPROVAL OF THE
AUTHORIZED PERSON FOR INTERNSHIP**

Adı Soyadı/Name and Surname :

Görevi/ Duty :

Tarih/Date...../...../.....

İmza/Signature

	İZMİR EKONOMİ ÜNİVERSİTESİ STAJ YERİ DEĞERLENDİRME FORMU (Öğrenci tarafından staj sonrasında doldurulacaktır.)
	İZMİR UNIVERSITY OF ECONOMICS INTERNSHIP PLACE EVALUATION FORM (This will be filled in before the internship by the institution in which the internship will be performed)

I-ÖĞRENCİ BİLGİLERİ / STUDENT INFORMATION	
Adı / Name :	Soyadı / Surname:
Öğrenci No / Student ID No.	
Fakülte / Faculty:	Bölüm / Department:
Staj Süresi/ Duration of Internship	
Staj Türü (imalat, hizmet, ofis, inşaat, atölye, şantiye vb.)/ Type of the Internship (production, service, office, construction, workshop, construction site, etc.)	
Yazışma Adresi / Contact Address:	
Tel : (Ev / Home)	GSM :
e-mail :	

II-STAJ YAPILAN KURUMUN/ THE INSTITUTION'S	
Adı / Name of the Institution:	
Kurum içindeki birimin adı/ Name of the department in the institution:	
Adresi / Address:	
Tel/Phone:	
Fax :	E-mail :
Yetkili Staj Sorumlusunun Adı / Name of the Staff Responsible for Internship:	
İnsan Kaynakları Müdürünün Adı/ Name of Human Resources Manager:	
Staj Başlama Tarihi/ Beginning Date:	
Staj Bitiş Tarihi/ Completion Date:	

III-DEĞERLENDİRME/EVALUATION	
A-Kurumsal Değerlendirme/ Institutional Evaluation	

	Evet/Yes	Hayır/No
Sigorta yapıldı mı?/ Was insurance provided?		
Bir ücret ödemesi yapıldı mı? Yapıldıysa ne kadar ödendi?/ Was any salary paid? If yes, how much was paid?		

	Hiç/ Never	Az/ Little	Orta Düzeyde/ Moderately	Çok/ Very much
Ulaşım imkânı sunuldu mu? Was any transportation opportunity provided?				
Yemek imkânı sunuldu mu? Was any meal opportunity provided?				
Üniversite hayatınızda edindiğiniz kurumsal bilgilerinizi stajınız süresince uygulayabildiniz mi? / Were you able to practice the institutional knowledge you got through your university life during your internship?				
Staj dönemi içerisinde yabancı dillerinizi kullanma imkânı buldunuz mu? Were you able to use your foreign languages during the internship period?				

Yabancı dil seviyeniz sorumluluklarınızı yerine getirmenize yardımcı oldu mu? <i>Did your foreign language level help you carry out your responsibilities?</i>				
Size bireysel çalışma ortamı sağlandı mı? <i>Were you provided with an individual working place?</i>				
Bulunduysanız fabrika/şantiye/atölye vb. Ortamı uygun muydu? <i>Was the environment appropriate if you had been in a factory/ construction site/ workshop etc.?</i>				
Staj yaptığınız işyerini arkadaşınıza önerir misiniz? <i>Would you suggest the institution you did your internship to your friends?</i>				
Mezun olduktan sonra bu işyerinde çalışmak ister miydiniz? <i>Would you want to work at this institution after your graduation?</i>				

	Değerlendirmeye için uygun değil/ <i>Not appropriate for evaluation</i>	Hiç katılmıyorum/ <i>I totally disagree</i>	Pek katılmıyorum/ <i>I partially disagree</i>	Biraz Katılıyorum/ <i>I partially agree</i>	Oldukça katılıyorum/ <i>I considerably agree</i>	Tamamen Katılıyorum/ <i>I totally agree</i>
Staj süreci bana iş yaşantısı ve disiplini konusunda içgörüyü kazandırdı./ <i>Internship process gave me an objective point of view about business life and discipline.</i>						
Staj yapmak mezun olduktan sonra hangi alana yönelmek istediğim konusunda alacağım kararlarda yol gösterdi./ <i>Doing internship directed me in making decisions about my will at positioning myself in working areas.</i>						
Staj yaptığım kurum beklentilerimi karşıladı./ <i>The institution at which I did my internship met my expectations.</i>						
Staj yaptığım kurum bünyesinde araştırma ve geliştirme çalışmalarına önem verilmektedir./ <i>The institution I did my internship at gives importance to research and development activities.</i>						

Lütfen eleştirilerinizi ve tavsiyelerinizi belirtiniz./Please state your comments and suggestions.

Staj için söz konusu kurumu tercih etme nedeniniz nedir? / What is your reason in choosing the named institution for your internship?

Staj yaptığım kurumda eğitim programında gördüğüm analiz yöntemlerinden (optimizasyon teknikleri, istatistiksel analiz teknikleri, tasarım vb.) ; /At the institution I performed my internship, I learned to use the analysis methods (optimization techniques, statistical analysis techniques, design etc.) I was thought in the education program

Yöntemlerinin uygulanmasını öğrendim.

Eğitimim sırasında aldığım/ I was able to associate the courses I took during my education,.....

dersleri staj sürecindeki /with the works

İşlerle ilişkilendirebildim./during the internship process.

Staj sürecinde/During the internship process, I realized that I have lack of knowledge in the subjects such as.....

konularında bilgi eksikliğimin farkına vardım.

Staj yaptığınız kurumun en olumlu 3 yönünü belirtiniz./ Identify the 3 most positive aspects of the institution you performed your internship at.

1-

2-

3-

Staj yaptığınız kurumun en olumsuz 3 yönünü belirtiniz. ./ Identify the 3 most negative aspects of the institution you performed your internship at.

1-

2-

3-

Tarih/Date :...../...../.....

İmza/Signature:



İZMİR EKONOMİ ÜNİVERSİTESİ
IZMIR UNIVERSITY OF ECONOMICS

STAJ RAPORU
INTERNSHIP REPORT

ÖĞRENCİNİN/ STUDENT'S

ADI SOYADI /
NAME-SURNAME :

NUMARASI /
STUDENT ID NO :

BÖLÜMÜ/
DEPARTMENT :

STAJ YAPTIĞI KURUMUN/ THE INSTITUTION'S

ADI/
NAME :

ADRESİ/
ADDRESS :

STAJ YAPILAN BİRİM/
TÜRÜ/ :

DEPARTMENT/
KIND OF THE INTERNSHIP :

STAJ TARİHLERİ/ DATES OF INTERNSHIP

BAŞLAMA TARİHİ /
BEGINNING DATE :

BİTİŞ TARİHİ /
COMPLETION DATE :

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**YANITLANACAK İLAVE SORULAR/
*ADDITIONAL QUESTIONS TO BE ANSWERED***

Staj sırasında cevaplamanız gereken soruları bölümünüzden alınız./ *Please take the questions you have to answer from your department.*