**Antalya Bilim University**

**Faculty of Economics Administrative and Social Sciences**

**Department of Political Science and International Relations**

**Internship Final Report**

**Student Name and Last Name:**

**Student ID:**

**Internship Institution:**

**Specific Department:**

**Supervisor Name and Last Name:**

**Start / End Dates:**

**Request of the internship to be counted towards:** WIL 391

WIL 491

|  |
| --- |
| **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 5. Responsibilities assigned to you in the department you work in the institution 6. Name-Surname and title/position of the supervisor in the department you work 7. Brief information about the current projects at the institution |

|  |
| --- |
| **2. INTERNSHIP PROJECT**  Clearly explain the following in detail:   1. Specific task assigned to you 2. Problem solution strategy 3. Project Execution 4. Results 5. Impact of your internship work on the institution |

|  |
| --- |
| **3. STUDENT’S ASSESSMENT OF THE INTERNSHIP EXPERIENCE**  3.a. What were some of the challenges you have encountered during your internship? How did you deal with them?  3.b. Explain whether you took individual initiative in your host institution and proposed a new project or a new approach that could potentially improve the quality of the service your host institution provided.  3.c. What are the contribution(s) of this internship experience to your academic skills?  3.d. What are the contribution(s) of this internship experience to your professional employment skills?  3.e. What are the contributions of this internship experience to your citizenship skills (such as empathy with the fellow citizens, knowledge about government affairs and/or private sector, responsibility for common goods, and/or volunteering etc.)? |

Guidelines

1. You can extend the writing spaces as long as you need while filling out the report.
2. Enrich the report with figures and pictures. Explain the topics such as company organization and program execution steps by diagrams. Use the screenshots of the software whenever possible. Include the photographs you take at the place of internship.
3. In order to enhance your internship experience and to access the information requested in the report, be actively involved in dialogue with other employees, particularly with your supervisor at the host institutions.
4. Conform to the rules and the code of work in the department where you work and try to do your best to accomplish the tasks you are assigned.

|  |  |
| --- | --- |
| **FORM 3: INTERNSHIP EXPERIENCE EVALUATION** | |
| Please rate your experience from 5 to 1, with 5 being the highest score |  |
| Please explain your reasoning about your score: | |
| How do you think your internship experience could have been improved? | |
| Would you suggest this institution to other students in the future? | |

**IMPORTANT NOTES:**

**1. THIS REPORT SHOULD BE SENT TO BOTH DR. GÖZDE TURAN AND DR. MURAT KASAPSARAÇOĞLU VIA E-MAIL AT** [**gozde.turan@antalya.edu.tr**](mailto:gozde.turan@antalya.edu.tr) **and** [**murat.kasapsaracoglu@antalya.edu.tr**](mailto:murat.kasapsaracoglu@antalya.edu.tr) **IN TWO WEEKS UPON THE COMPLETION OF YOUR INTERNSHIP.**

**2. SENDING THE RELEVANT DOCUMENTS FOR YOUR GRADE EVALUATION VIA E-MAIL IS NOT ENOUGH. YOU SHOULD PRINT OUT ALL THESE DOCUMENTS AND SUBMIT THEM TO RESEARCH ASSISTANT ŞEVKET SEFA. ALL DOCUMENTS SHOULD BE SUBMITTED DURING THE FIRST WEEK OF THE FALL SEMESTER THE LATEST. YOU MAY SUBMIT THE REPORTS EARLIER BY MAKING AN APPOINTMENT WITH ŞEVKET SEFA VIA HIS EMAIL ADRESS.**

**3. PLEASE DO NOT FORGET TO ADD THE EMPLOYER’S EVALUATION LETTER IN YOUR FINAL SUBMISSION.**

**WE WISH YOU ALL THE BEST IN YOUR INTERNSHIP PROGRAM!**