



**BOĞAZIÇI UNIVERSITY  
SCHOOL OF APPLIED DISCIPLINES  
DEPARTMENT OF TOURISM ADMINISTRATION**

# **INTERNSHIP DIARY 2017**

**Öğrenci/Student:** .....

**Staj yeri/Internship Organization:** .....

**Başlama tarihi/Starting Date:** .....

**Bitirme tarihi/Ending Date:** .....

**Danışman/Academic Advisor:** .....

**Advisor Approval:** .....

*Not: Staja başlamadan önce danışmana imzalatılması gerekmektedir.  
Should be signed by the advisor before starting the internship*

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## PART 1: STEPS FOR THE INTERNSHIP PROGRAM

<u>STEP / ACTION</u>	<u>DATE</u>	<u>RELATED FORM</u>
<b>1. Attending the first internship meeting at the department</b>	<b>February 2017</b>	<b>N/A</b>
<b>2. Identifying the internship site</b>	<b>May 2017</b>	
A. For the site provided by the Department.....		<b>Internship Acceptance Form</b> <i>- will be completed by the employer</i> <i>- will be submitted to Student Affairs Office</i>
B. For the site identified by the Student .....		<b>1. Internship Declaration Form</b> <i>-will be completed by the Student and submitted for Supervisor's approval</i>
		<b>2. Internship Acceptance Form</b> <i>-will be completed by the employer upon Supervisor's approval</i> <i>- will be submitted to Student Affairs Office</i>
<b>3. Receiving the Internship Diary and Getting the approval of the Advisor</b>	<b>Prior to the start of the program</b>	
<b>4. Site visitation/check by your Advisor</b>	<b>During the program</b>	<b>Internship Check-In form</b> <i>-To be used by the Advisor</i>
<b>5. Intern Evaluation at the Completion of Program Submitting the form to the Office of Student Affairs</b>	<b>At the end of the program</b>	<b>Intern Evaluation form</b> <i>-to be completed by Employer HR or the immediate supervisor</i>
<b>6. Employer Evaluation at the Completion of Prg. Submitting the form to the Office of Student Affairs</b>	<b>At the end of the program</b>	<b>Employer Evaluation Questionnaire</b> <i>-to be completed by the Student</i>
<b>7. Submitting diary and report to the Advisor</b>	<i>until the end of the first week of term.</i>	

## **PART 2: GENERAL INTERNSHIP RULES FOR TOURISM ADMINISTRATION STUDENTS**

1. **Duration of the internship:** The required duration of the internship program for TRM students is at least **60 working days** (leave days are not included). This is applicable for the students who enrolled TRM department in the academic year of 2014-2015 and after. This indivisible 60 days internship obligation must be carried out in tourism management.
2. The duration of internship for those students who enrolled TRM department prior to 2014-2015 academic year is **100 working days** (leave days are not included). This should be completed in two parts (in two summers). The duration of one part in a summer may not be less than 40 working days and may not exceed 60 working days.
3. A workday is completed in minimum 8 hours.
4. Rules for a work day less than 8 hours:
  - a. Working 5 hours and less in a day is accepted half workday.
  - b. A workday more than 5 hours but less than 8 hours is accepted a full workday only once in a week.
  - c. Each working day is evaluated on its own merits. Hours of work in different working days cannot be added to complete a full working day.
5. According to the decision (dated 17.09.2014/29) that has been taken by the board of the department:
  - a. In the entire internship duty of 100 days, maximum 3 days of absence with medical report will be accepted. Absences of more than 3 days have to be compensated through a prolonged internship period.
  - b. Students have to compensate the unworked days of internship during the public holidays through a prolonged internship period.
  - c. In the event of an occupational injury, it is the student's responsibility to deliver the occupational accident report to the advisor to be able to include the days of leave to the internship period.
6. Students attending summer school may continue with their internship programs however, the hours spent in courses are not counted as spent in the internship program.
7. The internship of the students who disregard the attendance and absence procedures **will be cancelled.**
8. All the related documents should be submitted to Student Affairs Office by the date set by the department and mentioned in Part 1. In case of the student not submitting the documents, internship diary or the report by the set date, his or her internship program will be cancelled.
9. The students who face changes in the department or the content of their internship programs should immediately inform their Academic Advisors.
10. The students are not allowed to change the internship site without notifying their Academic Advisors.
11. The student who decides to quit the internship earlier should get approval both from the company (employer) and academic advisor. The petition explaining the situation should be submitted to the

Department for the acceptance of the internship which quitted earlier than the end date. The petition is evaluated in the department meeting.

**Students are allowed to quit the program and change the site in case of harassment in any form, health problems, etc. Students should inform their Academic Advisors about the issue before they quit.**

12. Students should provide the employer HR or immediate site supervisor the Intern Evaluation Form to be filled in and sent to Tourism Management Department either via email or fax.
13. Students are required to fill in the Employer Evaluation Questionnaire and submit it to their Academic Advisors along with their Internship Diary.
14. Students are supposed to write **Internship Report** at the end of the internship period or otherwise, the internship will be invalidated. The internship report should be submitted **until the end of the first week of the term**. Please check Part 4 for related explanations.
15. If special conditions apply, like project-based internships, advisors may ask for a different content of the internship reports.
16. Students are required to attend the pre-internship informational meeting in the beginning of Spring Semester.

### **PART 3: DOUBLE MAJOR STUDENTS (TRM-INTT / TRM-MIS)**

1. The duration of internship for double major students (will be applied for the students who enrolled the department in the academic year of 2014-2015 and after)

**TRM –INTT and INTT-TRM** Double major students are subject to INTT internship terms and conditions for the 30 days of at least 60 working days internship program. The remaining 30 days are completed under the TRM internship conditions.

**TRM – MIS and MIS –TRM** Double major students are subject to MIS internship terms and conditions for the 30 days of at least 60 working days internship program. The remaining 30 days are completed under the TRM internship conditions.

Double major students should carry out TRM internships in tourism management. They are not allowed to carry it out in another sector.

Excluding the special terms mentioned above (1 and 2), double major students are subject to the general internship rules (mentioned in Part 1) during their TRM internships.

2. The duration of internship for double major students:

**TRM –INTT and INTT-TRM** Double major students are subject to INTT internship terms and conditions for the 30 days of 100 working days internship program. The remaining 70 days are completed under the TRM internship conditions.

**TRM – MIS and MIS –TRM** Double major students are subject to MIS internship terms and conditions for the 30 days of 100 working days internship program. The remaining 70 days are completed under the TRM internship conditions.

Double major students should carry out TRM internships in tourism management. They are not allowed to carry it out in another sector.

Excluding the special terms mentioned above (1 and 2), double major students are subject to the general internship rules (mentioned in Part 1) during their TRM internships.

## **PART 4: INTERNSHIP REPORT (APPLICABLE FORMAT FOR ALL PROGRAMS)**

### **Important Notice!**

*Those who will attend an internship program in a Non-Governmental Organization or perform a project-based internship or any other special conditions regarding the content of the internship program, should apply to their Academic Advisor and get information about the content of the Internship Report.*

### **HIGHLIGHTS ABOUT THE INTERNSHIP REPORT**

Every student is obliged to prepare and submit an internship report upon completion of the internship program. You are advised to prepare your report in line with the below mentioned rules.

#### **a. Format**

1. Minimum **2500 words**
2. Print out bound book or print out with spiral binding

#### **b. Content**

The internship report should include:

**a. Cover Page:** including the title, subject of the report, student's information who prepared the report

**b. Preface:** The purpose of the report, the pre-history of the report, thanks to those who have assisted and contributed.

**c. Table of Contents:** The table of contents is a snapshot of the headings, tables, figures, appendices and their page numbers in your document.

**d. Main body:** Consists of three parts:

1. A short review of the internship site/company/organization (maximum 2 pages)
2. Information about the department/departments you served as intern, the importance of the department in the company
3. Your assessments about the operations, workflow of the department and the duties and responsibilities of your job as intern (You are advised to support your assessments with theoretical knowledge you have learned at courses).

***Questions below may guide you about the fundamentals of the assessment. It is also possible to mention some other points.***

- What did you learn in your internship that you can now apply to the classroom setting or to your daily life?

-What were the most positive and most negative experiences that you have observed or personally met?

-What were the major contributions of this internship to your experience and knowledge?

- What were your first thoughts and observations when starting the internship? How was your internship experience different from what you expected?
- What skills did you acquire during your internship that you will be able to highlight in your resume, cover letters, and/or interviews?
- What connections have you made between theory and practice?
- What do you think about the industry/sector that you have experienced? What is your perception of that industry?
- How have your career plans changed due to your internship experience?

#### **e. Conclusion**

- What do you think about the industry/sector that you have experienced? What is your perception of that industry?
- How have your career plans changed due to your internship experience?
- General assessment

**f. References-Notes:** You will mention in alphabetical order the references (book, periodical, article, website, etc.) that you have benefited from while preparing the internship report.

*You are required to write your report in English. The internship diary may be written either in English or in Turkish.*

*You are required to return your report and diary until the end of the first week of term.*



## PART 5: INTERNSHIP PROGRAM

Hafta Week	Çalıştığı Departman Department	Başlama tarihi Starting date	Bitirme tarihi Completion Date	Çalışılan Saatler Hours Worked ex: 09:00-17:00	Çalışmadığı Günler / Days Off	Amir İmza Supervisor signature
1				Monday		
				Tuesday		
				Wednesday		
				Thursday		
				Friday		
				Saturday		
				Sunday		
2				Monday	Pazartesi	
				Tuesday	Salı	
				Wednesday	Çarşamba	
				Thursday	Perşembe	
				Friday	Cuma	
				Saturday	Cumartesi	
				Sunday	Pazar	
3				Monday	Pazartesi	
				Tuesday	Salı	
				Wednesday	Çarşamba	
				Thursday	Perşembe	
				Friday	Cuma	
				Saturday	Cumartesi	
				Sunday	Pazar	
4				Monday	Pazartesi	
				Tuesday	Salı	
				Wednesday	Çarşamba	
				Thursday	Perşembe	
				Friday	Cuma	
				Saturday	Cumartesi	
				Sunday	Pazar	
5				Monday	Pazartesi	
				Tuesday	Salı	
				Wednesday	Çarşamba	
				Thursday	Perşembe	
				Friday	Cuma	
				Saturday	Cumartesi	
				Sunday	Pazar	
6				Monday	Pazartesi	
				Tuesday	Salı	
				Wednesday	Çarşamba	
				Thursday	Perşembe	
				Friday	Cuma	
				Saturday	Cumartesi	
				Sunday	Pazar	

Person responsible of internship: .....

Position: .....

Signature: .....

Date : .....

**DON'T FORGET TO HAVE EACH WEEK THAT YOU WORKED FOR SIGNED AND TO GET THIS  
PAGE STAMPED**

Hafta Week	Çalıştığı Departman Department	Başlama tarihi Starting date	Bitirme tarihi Completion Date	Çalışılan Saatler Hours Worked ex: 09:00-17:00	Çalışmadığı Günler / Days Off	Amir İmza Supervisor signature
7				Monday	Pazartesi	
				Tuesday	Salı	
				Wednesday	Çarşamba	
				Thursday	Perşembe	
				Friday	Cuma	
				Saturday	Cumartesi	
				Sunday	Pazar	
8				Monday	Pazartesi	
				Tuesday	Salı	
				Wednesday	Çarşamba	
				Thursday	Perşembe	
				Friday	Cuma	
				Saturday	Cumartesi	
				Sunday	Pazar	
9				Monday	Pazartesi	
				Tuesday	Salı	
				Wednesday	Çarşamba	
				Thursday	Perşembe	
				Friday	Cuma	
				Saturday	Cumartesi	
				Sunday	Pazar	
10				Monday	Pazartesi	
				Tuesday	Salı	
				Wednesday	Çarşamba	
				Thursday	Perşembe	
				Friday	Cuma	
				Saturday	Cumartesi	
				Sunday	Pazar	
11				Monday	Pazartesi	
				Tuesday	Salı	
				Wednesday	Çarşamba	
				Thursday	Perşembe	
				Friday	Cuma	
				Saturday	Cumartesi	
				Sunday	Pazar	
12				Monday	Pazartesi	
				Tuesday	Salı	
				Wednesday	Çarşamba	
				Thursday	Perşembe	
				Friday	Cuma	
				Saturday	Cumartesi	
				Sunday	Pazar	

Person responsible of internship: .....

Position: .....

Signature: .....

Date : .....

**DON'T FORGET TO HAVE EACH WEEK THAT YOU WORKED FOR SIGNED AND TO GET THIS PAGE STAMPED**



## PART 7: INTERN EVALUATION FORM

(To be completed by the employer)

Staj Kuruluşunun İsmi : .....  
Name of internship institution

Stajyerin ismi: .....  
Name of the intern

Staj yapılan dönem: ...../...../20..... - ...../...../20.....  
Internship period

STAJYER HAKKINDA DÜŞÜNCELER / REMARKS ABOUT THE INTERN:

Devam / Attendance : .....

Sorumluluk / Responsibility : .....

İş başarısı / Performance level : .....

İşe olan Heves, İstek : .....  
Motivation to Work

İş arkadaşları ve amirleriyle ilişkileri / Interpersonal relations with peers and supervisors:  
.....

Diğer konular (Other): .....

Kullanılan haftalık izin günü sayısı : ..... gün  
# total weekly days off

Kullanılan mazeret izin günü sayısı: ..... gün  
# total leaves of absence

KARAR / DECISION :

**-Stajyer başarılıdır. Stajı kabul olmuştur/ Intern is successful. Internship is approved ( )**

**-Stajyer başarısızdır. Stajı kabul olmamıştır/Intern is unsuccessful. Internship is not approved ( )**

Nedeni/Reason:

**-Stajyerin stajı kabul olmuştur ancak kendini alttaki noktalarda geliştirmesinde fayda görülmektedir / The internship is approved but the intern needs to develop himself/herself on following issues ( )**

Gelişim konuları/Issues of personal development:

Değerlendirmeyi yapan kişi / Evaluating Person : .....  
Görevi / Position : .....

İmza / Mühür : .....  
Signature / Official Approval

Tarih / Date : .....

**Lütfen bu formu doldurduktan sonra 0090 - (212) 265 2119 numaraya fakslayınız. Ya da [trmoi@boun.edu.tr](mailto:trmoi@boun.edu.tr) adresine posta yoluyla gönderiniz. Teşekkürler!**

**Please fax this form to 0090 – (212) 265 2119 or send it to [trmoi@boun.edu.tr](mailto:trmoi@boun.edu.tr) after completing. Thank you!**