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**ABDULLAH GÜL UNIVERSITY**

**SCHOOL OF LEADERSHIP AND MANAGEMENT**

**DEPARTMENT OF BUSINESS ADMINISTRATION**

**INTERNSHIP FINAL REPORT TEMPLATE**

**Prepared by**

**Student Name-Surname**

**Student ID Number**

Date of Submission

**\*\*\***Please use Times New Roman 12pt and 1.5 line spacing throughout the report, and leave one blank line between headings and the text. Paragraphs must be justified and whole report should be at most 20 pages. Additional cover page or title pages are not required, you may directly use this template and fill in necessary information.

**Company Name, Department, Location**

**Internship Period (Start-End Dates)**

**Name and Title of The Personnel/Supervisor in the Company who was Responsible from the Student**

**Internship Advisor from Abdullah Gül University**

**SUMMARY**

A brief and overall description of your work during your internship in 150-250 words.

1. **INTRODUCTION**

In the introduction part, give brief information about the company and its operations.

1. PERFORMED ACTIVITIES

* Explain all the work you have done during the internship.
* Associate your work with at least 2 of the courses you took during your undergraduate study by considering the following facts:
* How similar the work that you have actually performed in your internship was to what was covered in the courses you were enrolled.
* How different the work that you have actually performed in your internship was from what was covered in the courses you were enrolled.
* Based on your observation, discuss some of the current challenges existing in one of the activity areas of the company and possible solution proposals.

1. CONCLUSION

What were your contributions to the company? What were the contributions of internship to you?

1. REFERENCES

References should follow APA style.

1. **APPENDIX**

Here, you can show/include anything you have prepared during your internship and want to share.