

## Summer Practice Report Guidelines

This document outlines the content and format expectation for the summer practice report to be prepared as part of the MAN 399 – Summer Practice course. Students should also consult the grading rubric while preparing their reports.

### Content

The report consists of four parts. Expectations regarding each are detailed below.

#### Part I – Company information (500 words minimum)

The first part of the report includes a description of the company/institution and its industry.

At a minimum, this part should include:

- Trade name, a brief history of the company/institution
- Vision and mission statements
- Organization chart and information on organizational design and structure, departmentalization, and culture
- Ownership structure (public vs. private, family business, stock exchange information)
- Number of employees (white/blue/grey collar ratios, if applicable)
- Information on the products and services, production/service capacity, and market share
- Brief information about the industry using publicly available data (please make sure to cite your references)
- Analysis of financial position (if available)

#### Part II – Sustainability practices (350 words minimum)

The second part of the report is about the sustainability practices of the company/institution.

At a minimum, this part should include:

- A discussion on the company's awareness of sustainability (environmental, social, and governance)
- The reporting channel of the company's sustainability practices. Please indicate which one of the following documents is used by the company for this purpose and explain their content:
  - a. a separate sustainability report
  - b. annual report
  - c. website
- The sustainability targets set by the company, if any (i.e., UN Sustainable Development Goals – SDGs)
- Sustainability strategies of the company and their impact on relevant local and global stakeholders, if any
- If the company does not currently have sustainability strategies/practices, what kind of strategies/practices would you recommend?

#### Part III – Internship experience (750 words minimum)

The second part of the report consists of information about the department where the summer practice is completed, and the projects, tasks, and duties undertaken.

At a minimum, this part should include:

- Department name, size, and a summary of the function, responsibilities, and role in the mission of the company
- An overview of the daily activities of the department
- A detailed account of the responsibilities, tasks, and duties assigned and completed throughout the internship. This part should be based on the weekly notes you will submit in the appendix.

#### Part IV – Evaluation (500 words minimum)

The last part should include a self-evaluation of the summer practice experience.

At a minimum, this section should include:

- A discussion of the positive and negative aspects of the internship
- Contributions of the student to the department and organization
- A brief evaluation of the mode (hybrid vs. face-to-face) of the summer practice
- A brief discussion on the opportunities during the summer practice that enabled the application of business knowledge and skills acquired through the courses
- A brief discussion on the opportunities during the summer practice that enabled the application of computing, teamwork, written and oral communication skills, usage of new tools and technologies, data gathering, analysis, and interpretation
- A brief discussion on how the summer practice contributed to your professional development
- Recommendations

#### Appendix

The appendix should include, at a minimum, the weekly notes kept during the internship. Please note that you need to type these notes; hand-written notes are not acceptable.

#### **Format**

- The report needs to start with a cover sheet with the following information: student name, Bilkent ID number, company trade name, address, internship mode (hybrid vs. face-to-face), and summer practice dates.
- You should adhere to the word count specifications of each part of the report.
- Times New Roman, 12 pt., with 1.5 line spacing and 2.5 cm margins should be used.
- If any external references are used, they need to be cited at the end of the report.
- Weekly notes should be added as an appendix.
- You should place any additional information (e.g., company statistics, tables, diagrams, etc.) at the end of the report as an additional appendix.
- The report should be written professionally, considering the grammar, spelling, and punctuation rules.