

Bilkent University
Faculty of Business Administration (FBA)
MAN 399 – Summer Practice
Report Guidelines

This document outlines the content and format requirements for the MAN 399 – Summer Practice Report. Students should read these guidelines together with the **Summer Practice Report Grading Rubric** before preparing their reports.

The report should not simply describe the company or list internship activities. Students are expected to **present relevant information, use evidence, and, where appropriate, explain, interpret, and evaluate their experience.**

1. Content

The report consists of four parts. The minimum expectations for each part are provided below.

Part I – Company and Industry Information (Minimum 500 words)

This part should provide an overview of the company/institution and the industry in which it operates. At a minimum, include:

- Trade name and a brief history of the company/institution
- Vision and mission statements
- Organization chart and information about organizational design, structure, departmentalization, and organizational culture
- Ownership structure (e.g., public/private, family business, stock exchange information)
- Number of employees and, where applicable, white-, blue-, and grey-collar employee ratios
- Main products and services
- Production/service capacity and market position or market share, where reliable information is available
- Brief information about the industry using reliable, publicly available data
- Analysis of the company's financial position using publicly available information, if available

Important: Do not simply list company facts. Use relevant information and evidence to provide a clear understanding of the company and its industry.

All external information and data must be appropriately cited.

Part II – Sustainability Practices (Minimum 350 words)

This part should examine the company's sustainability awareness and practices from an **environmental, social, and governance (ESG)** perspective. At a minimum, include:

- The company's awareness and understanding of sustainability
- The company's sustainability activities and practices
- The reporting channel used by the company to communicate its sustainability practices:
 - a separate sustainability report

- annual report
- company website
- another relevant public disclosure, if applicable
- The company's sustainability targets, if any, including relevant **UN Sustainable Development Goals (SDGs)**
- The company's sustainability strategies and their impact on relevant local and/or global stakeholders, if any
- If the company does not have significant sustainability strategies or practices, provide realistic recommendations for improvement

Important: You should distinguish between **what the company claims to do** and the evidence supporting those claims.

Part III – Evidence of Internship Experience (Minimum 750 words)

This part should describe the department in which the summer practice was completed and the projects, tasks, and responsibilities undertaken. At a minimum, include:

- Department name and size
- The department's main function, responsibilities, and role within the organization
- An overview of the department's daily activities
- A detailed account of the responsibilities, tasks, projects, and duties assigned and completed during the internship
- Where relevant, explain the purpose, process, and outcome of the tasks or projects
- Refer to the **weekly notes included in the Appendix** when describing your internship activities

Important: The report should provide sufficient detail to demonstrate what you actually did and learned during the summer practice. Avoid presenting the section as a simple day-by-day diary.

Part IV – Evaluation/Interpretation of Internship Experience (Minimum 500 words)

This part should provide a critical evaluation of your summer practice experience. At a minimum, discuss:

- Positive and negative aspects of the internship
- Your contributions to the department and organization
- How were business knowledge and skills acquired through your courses applied during the internship
- How you applied:
 - computing skills
 - teamwork skills
 - written and oral communication skills
 - new tools and technologies
 - data gathering, analysis, and interpretation skills
- Your evaluation of the internship mode (hybrid vs. face-to-face)
- How the summer practice contributed to your professional development
- Recommendations for improving the internship experience, where appropriate

Important: Your evaluation should go beyond stating whether you liked or disliked the internship. Explain **what you learned, what you contributed, what worked or did not work, and why.**

2. Appendix

The report must include the following:

Appendix A – Weekly Notes

Include the typed weekly notes submitted during the internship.

- Handwritten notes are not acceptable.
- The weekly notes should be consistent with the activities described in Part III.

Appendix B – Additional Information

Include additional supporting information where appropriate, such as:

- Company statistics
- Tables
- Graphs
- Figures
- Organization charts
- Other relevant supporting material

All tables, graphs, and figures should have clear titles and labels and should be referred to and explained in the relevant part of the report.

3. Format

The report must:

Format requirements for the file:

- You need to submit your report as a **PDF document**.
- The **name of the PDF document** needs to be:
 - Your Bilkent ID number_ Your_Full_Name_SPR
 - Example: 22100000_Fulya_Akmut_SPR
22000000_Zeynep_Onder_SPR
- Start with a **cover sheet** containing:
 - Student name
 - Bilkent ID number
 - Company trade name
 - Company address
 - Internship mode (hybrid vs. face-to-face)
 - Summer practice dates
- Follow the minimum word count specified for each part.
- Use **Times New Roman, 12 pt.**
- Use **1.5 line spacing**.
- Use **2.5 cm margins**.
- Include appropriate citations for all external information and data.
- Include a reference list at the end of the report.
- Include the weekly notes as an appendix.

- Include additional tables, graphs, figures, and supporting information in the appendix where appropriate.

Writing and Presentation

The report should be:

- Precise and to the point
- Logically organized and developed
- Written in clear, professional, audience-appropriate language
- Free from grammatical, spelling, and punctuation errors
- Written using appropriate formal vocabulary and business terminology

Tables, graphs, and figures should be used when they improve the presentation of information.

They must:

- Have clear titles and labels
- Present information accurately
- Be referred to and connected to the relevant discussion in the body of the report

Students should consult the **MAN 399 – Summer Practice Report Grading Rubric** for the specific criteria used to evaluate the report.

4. Minimum Word Count

Section	Minimum Words
Part I – Company and Industry Information	500
Part II – Sustainability Practices	350
Part III – Internship Experience	750
Part IV – Evaluation	500
Total	2,100

The word count does not include the cover sheet, references, or appendices.