**INTERNSHIP REPORT**

* Cover page
  + **Name: [Student's Name] , Student Number , ÇAĞ logo**
  + **Course/Program: [Course or program of study]**
  + **Internship Company/Organization: [Company/Organization Name]**
  + **Duration: [Start Date] to [End Date]**
  + **Supervisor/Contact: [Name, Position, and Contact Information]**
* Contents (headings and page numbers) (first page)
* Introduction (max about 500 words) (second page)
  + *What is the purpose of the internship?*
  + *Why you chose this company for your internship, what you hoped to learn, and what goals you set for yourself.*
* Description of the Company: *Write a detailed explanation of the company including: the sector, the area of expertise of the company, mission & visions, the departments & the roles of each department in the company. How do these departments work with each other?*
* Internship workplace & employees

*Brief information about your experience in the workplace, how was the interpersonal relationship between employees, as a team member what were your responsibilities and which tasks did you achieve? What benefits did you supply to the company? Did you take any initiative to solve a problem or lead a task?*

* Internship Process

*What were your daily tasks & responsibilities?*

*Which subjects did you learn during the internship?*

*Describe any challenges or obstacles you encountered during your internship and how you overcame them.*

*What are your observations on the legal & ethical environment of the workplace?*

*Describe how your academic coursework and studies aided your performance during the internship. Were there specific classes or topics that were particularly relevant?*

* Evaluation
  + *How did this experience improve or change your perspective about the industry, profession, or your future career goals?*
  + *How did this internship help you improve your:*
    - *practical & theoretical knowledge?*
    - *Research skills?*
    - *Creativity?*
    - *Communication skills?*
  + *How do you evaluate your overall experience?*
* *If you were to give feedback to your employer, please write about what you liked about the internship, what could be improved, and suggestions for the future*
* References
* Appendix (if any)

**Min. 7 pages (without the cover & content page), 11 times new roman, use APA 7 format.**

**STAJ RAPORU**

* Kapak
* İçindekiler (Başlıklar ve sayfa numaraları)
* Özet (en fazla 500 kelime civarında staj özeti)
* Staj Yapılan Kurum

*Staj yapılan kurum hakkında kısa bilgilendirme*

* Staj Süreci

*Staj yerinde üretilen ürünler veya verilen hizmetler*

*Staj süresince yapılan uygulamalar, gözlemler ve elde edilen bilgi özetlenmelidir.*

* Değerlendirme
* Kaynakça
* Ekler (eğer varsa)