MANAGEMENT DEPARTMENT SUMMER PRACTICE REPORT GUIDE (MAN 250 & MAN 350)

GUIDELINES AND FORMAT OF THE REPORT:

1. The report should comply with the summer practice program aim and reflect your studies conducted during your summer practice.
2. Reports should be written in English.
3. Tables, figures and/or appendices should be numbered consecutively and should include a short informative title.
4. The contents and information utilized should be original, and the material used should not be a copy-and-paste from any other resources (i.e. the Internet, company-supplied standard materials such as CDs or brochures). The report will be rejected if it is found to include such material.
5. A scientific referencing system (e.g. APA6) should be used in the text. Reference items should include the author's name, year of publication, the title of the work, the title of publication, volume, number, and page numbers. Some examples are given below (Note the differences between referencing a book, URL, and a journal article):
   a) Wall, J.E. (2000). "Technology-delivered assessment: diamonds or rocks?" Retrieved January 3, 2003, from http://www.universitas.edu.au/.
   b) Sweller, J., van Merrienboer, J.J.G., & Pass, F.G.W.C. (1998). "Cognitive architecture and instructional design", Educational Psychology Review, Vol.10, No.3, pp.251-296.
   c) Phillips, J.J. (1997). Handbook of training evaluation and measurement methods (3rd. Ed.) London: Gulf Publishing.
6. The report should be typed as single-spaced on one side of A4 sized paper, and binded (spiral binding). The left margin should be set to 3 cm; the remaining margins (right, top, bottom) should all be set to 2.5 cm. The text should be typeset with Times New Roman, and the font size should be set to 12pt. For the main headings and subtitles:
   - Main headings: Capital letters, left aligned, Styles and Formatting as "***Heading 2**"* (Arial, 14 pt, Bold, Italic)
   - Sub-titles: Small letters, left aligned, Styles and Formatting as "**Heading 3**" (Arial, 13 pt, Bold)
7. The length of the main part of the report (Abstract, Introduction, Description of the company, Existing system analysis, Description of the work done, Suggestions and Conclusion, references) should be at most 20 pages (excluding references). Make sure not to exceed the page limitations, otherwise, points will be deducted as a penalty. Each section should start at the beginning of a new page.
8. Make sure you apply a "Spelling & Grammar" check before submitting your report.
9. The reports will be evaluated by two examiners from the Summer Practice Committee of the Department, and the average score of the two examiners will be taken into consideration.
   [Successful (S): 60 or higher, **Incomplete (I):** 45 and 59, **Unsatisfactory (U):** below 45]

Your report will be subject to a plagiarism check. The plagiarism rate cannot exceed %20. If the plagiarism rate exceeds %20, your report will be evaluated as INCOMPLETE(I). Grades for such reports will be U unless this plagiarism rate is reduced to less than 20%.

STRUCTURE AND CONTENT OF THE REPORT:

Title page of the Summer Practice Report
Table of Contents
List of Tables and Figures
Abstract • Brief information about the subject and content of the summer practice report should be mentioned in the abstract. • The number of words should not exceed 300.
1. Introduction   The aim and the scope of the summer practice should be briefly presented
2. Description of the Company • Company name and location, main field of operation, a very brief history of business, main products and services provided, main departments and responsibilities. • Draw the organization chart and specify the relationships between departments by explaining departmental responsibilities. • Briefly describe the existing structure of;   - Company (What industry does the company operate in? Business vision and mission statements, business activities, business organizational structure, suppliers network, retailers/wholesalers, main customers, warehouses, and transportation/distribution network.
3. Description of the work done Include the following information for your activities during the summer practice: • Your responsibilities and duties undertaken • A detailed description of the work done • Techniques and methodologies used related to the theoretical training received in the university • Tools/hardware/software used
4. Existing system analysis Briefly describe the main process of the company. • In this section, main workflows should be observed regarding the company process.   (Procurement, sales, production, planning, customs, activities…). • Flow charts, images, graphics, tables, program parts, etc. MUST be used to describe the main process and operations observed. • Your own comments and suggestions are to be provided about improving workflows and increasing the efficiency of production or services performed in the organization.
5. Suggestions and Conclusion Highlight what you have learned, achieved, and produced. You should mention the tools, techniques and programs used and discuss in relation to the Management Department curriculum. Compare and contrast the company's management approaches, and processes with what you see in the lessons. Please provide your own contributions, suggestions, recommendations, and comments.
References Provide necessary referencing for the information used.   **Total(max)= 20 pages**

Appendices
• Appendix 1. INTEGRATED TRAINING AGENDA (**MUST**)
• Any extra material (flowcharts, drawings, data and tables) generally exceeding 1 page should be provided in the Appendix. All appendices must be sequentially numbered with appropriate titles.

University of Turkish Aeronautical Association
Department of Management

Summer Practice Report
Course Code and Name

Company Name

- Student Name:
- Student Surname:
- Student Number:
- Internship Starting Date: ...../...../.....
- Internship Ending Date: ...../...../.....

Signature of the Student:

TABLE OF CONTENTS

In this section, all the titles in the report should be written by their page numbers. (**THIS SENTENCE SHOULD BE DELETED**).

LIST of TABLES and FIGURES

ABSTRACT

In this section, brief information about the subject and purpose of the internship should be mentioned without giving too much detail. The number of words should not exceed 300. **(THIS PARAGRAPH SHOULD BE DELETED)**

1. INTRODUCTION

Information about the subject and purpose of the internship, the work done during the internship and the result of the study should be given in "Introduction" section. The main sections and subsections of the report should be shown by numbering under headings. The main sections should be numbered in the numerical format (like 1., 2., 3.). The subsections should be numbered similarly (like 1.1, 1.2, 1.3). Subsections should be reduced to 3 levels at most (like 2.1.1, 2.2.1). The following sub-headings should be indicated with lowercase letters if necessary (such as a., b., c.). All chapter titles should be written in bold. Main section titles should be written in capital letters. The first letter of each word should be capitalized and the other letters should be lowercase for the subsection titles. The figures and tables can be used in the report by table and figure headings. **(THIS PARAGRAPH SHOULD BE DELETED)**

2. DESCRIPTION OF THE COMPANY

3. DESCRIPTION OF THE WORK DONE

4. SUGGESTIONS AND CONCLUSION

REFERENCES

The cited resources (book, book chapter, article, webpage, etc.) in the "Internship Duration" page should be listed in this section with end-text citation. APA Citation Format should be used for the end-text citations. **(THIS PARAGRAPH SHOULD BE DELETED)**

APPENDICES

APPENDIX 1. INTEGRATED TRAINING AGENDA

A daily and brief record of what is done during the summer practice (This appendix is a must)

Day	Date	Work done
1		
2		
3		
4		
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