



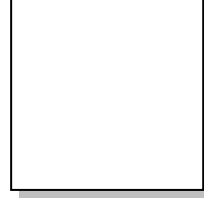
**T.C.
MALTEPE UNIVERSITY
FACULTY OF BUSINESS AND MANAGEMENT SCIENCES**

COMPULSORY INTERNSHIP PROGRAM

INTERNSHIP REPORT ON FOREIGN TRADE

STUDENT INFORMATION	
Student Name and Surname	
Department / Class No. / Student ID.	
Home Phone Number	
Cell Phone Number	
e-mail	
Internship Start and End Dates/...../ 201.. -/...../ 201..
ORGANIZATION INFORMATION	
Internship Name of Organization	
Organization Address	
Authority Name of Organization	
Title	
Phone	
Fax	
e-mail	

T.C.MALTEPE UNIVERSITY
INTERNATIONAL LOGISTICS AND TRADE ADMINISTRATION



Internship Subject :
Name and Surname :
Department / Grade :
Faculty No :

Internship Location	Department	Internship Duration		Week
		Beginning	End	

Date: .../.../.....

Signature of Authorized Person

Week No. 1

Since the date..... until one-week study

DAY	WORKS	Detailed Information Page Number
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total		

Student's signature:

Name, surname and signature of the controller:

Week No. 2

Since the date..... until one-week study

DAY	WORKS	Detailed Information Page Number
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total		

Student's signature:

Name, surname and signature of the controller:

Week No. 3

Since the date..... until one-week study

DAY	WORKS	Detailed Information Page Number
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total		

Student's signature:

Name, surname and signature of the controller:

Week No. 4

Since the date..... until one-week study

DAY	WORKS	Detailed Information Page Number
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total		

Student's signature:

Name, surname and signature of the controller:

Question 1:

Date:

1) Following informations are given about Internship institutions / organizations:

- i) The development of the institution / A brief history.
- ii) Number of Employees Working (workers, technicians, engineers, administrative staff, etc.).
- iii) Legal / capital structure / properties.

Signature of the controller:

Cachet of the firm:

Question 2:

What are the enterprise's core products / services / activities? Specify, annual, seasonal business volume of activities and specify the limits of national and international services and the possibilities. Are produced only for the domestic market? If exports are made specify both domestic sales and exports to foreign countries, the amounts in the last three years and so specifying the export markets. Specify other factors that prevent competition with competitor firms in the foreign market.

Signature of the controller:

Cachet of the firm:

Question 3:

What are the raw materials or semi-finished products for basic operations? Are these being supplied domestic or abroad? If imported, the import amounts for each item; specifying import countries and discussing the reasons of import.

Signature of the controller:

Cachet of the firm:

Question 4:

Discuss Institution / organization's sector's situation within the country's economy and their relationships with related industries.

Signature of the controller:

Cachet of the firm:

Question 5:

What factors are taken into account during the establishment of the facility and the facility site selection?

Signature of the controller:

Cachet of the firm:

Question 6:

Drawing a floor plan of the facility; drawing flow chart of the process of producing the product or service by showing product / service produced Locating a sub-system of machine tools, material handling systems, intermediate inventory waiting places and so on.

Signature of the controller:

Cachet of the firm:

Question 7:

Is there any plan in Institution / organization or offer for investing in this year or in future years? If you have investment projects, what are they and what are the methods used to determine the most appropriate investment proposal? Explanation of this issue by giving examples of studies that have been made in the past years.

Signature of the controller:

Cachet of the firm:

Question 8:

How are production / operations planning and control, capacity planning, inventory planning and control, job scheduling done? Explain what software and / or methods are using for these?

Signature of the controller:

Cachet of the firm:

Question 9:

In your internship enterprise, if the export is done, which documents used? Describe the possibilities of export and documents of the business. Is there any independent export unit of business? Describe the organizational structure of the business export unit. Explain, business export procedures' service flows. Describe the business's export credit and promote possibilities.

Signature of the controller:

Cachet of the firm:

Question 10:

In your internship enterprise, if the import is done, which documents used? Describe the possibilities of import and documents of the business. Is there any independent import unit of business? Describe the organizational structure of the business import unit. Explain, business import procedures' service flows. Are the imported goods directly distributed to the domestic market or adding value before distribution? Describe the business processes of production and logistics for import products.

Signature of the controller:

Cachet of the firm:

Question 11:

Explain, business's the use of the free zone and warehouse facilities (if any).

Signature of the controller:

Cachet of the firm:

Question 12:

Explain, business, import and export market demand research methods, and fields.

Signature of the controller:

Cachet of the firm:

Question 13:

Explain, which forms of delivery are used in foreign trade transactions, in your Internship business?

Signature of the controller:

Cachet of the firm:

Question 14:

Which forms of payment use in foreign trade transactions, in your Internship business?

Signature of the controller:

Cachet of the firm:

Question 15:

Examine and evaluate business, import and export customs clearance of the said product

Signature of the controller:

Cachet of the firm:

Question 16:

Describe the insurance operations of import and export products.

Signature of the controller:

Cachet of the firm:

