**KONYA FOOD AND AGRICULTURE UNIVERSITY**

**FACULTY OF SOCIAL SCIENCES AND HUMANITIES**

**DEPARMENT OF INTERNATIONAL TRADE AND BUSINESS ADMINISTRATION**

**ITBD 3010**

**SUMMER INTERNSHIP  
REPORT**

**Name Last Name**

**ID Number**

**Performed at**

**Name of the Firm**

**Beginning and End dates**

Contents

[1. Introduction 3](#_Toc511051930)

[2. Introduction of the Company 4](#_Toc511051931)

[3. Organization 4](#_Toc511051932)

[4. Your Department 5](#_Toc511051934)

[5. The Operations in Your Department 5](#_Toc511051935)

[6. Processes in your department 5](#_Toc511051938)

[7. The Duties of The Staff of Department 5](#_Toc511051939)

[8. The information system that you are using in your department 6](#_Toc511051940)

[9. Your duty in your department 6](#_Toc511051946)

[10. Conclusions 8](#_Toc511051955)

[References 8](#_Toc511051956)

[Appendix 8](#_Toc511051957)

**Abstract**

You should provide a short (no more than 150 words) abstract in your report. This abstract should describe your internship in a few sentences: mainly stating where, what you have done and what you learned. Just a general description.