

**T.C.  
DOKUZ EYLÜL UNIVERSITY  
MARITIME FACULTY  
DEPARTMENT OF MARITIME BUSINESS  
ADMINISTRATION**



**MARITIME BUSINESS INTERNSHIP  
REPORT**

**Adatape Mahallesi Dođuş Caddesi No:207/O 35390**

**Tınaztepe Yerleşkesi /Buca / İZMİR / TÜRKİYE**

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MARITIME FACULTY

DEPARTMENT OF MARITIME BUSINESS ADMINISTRATION



**MARITIME BUSINESS INTERNSHIP REPORT**

**STUDENT INFORMATION**

SURNAME : .....

NAME : .....

STUDENT Id. NUMBER : .....

CITIZEN Id. NUMBER : .....

DATE of BIRTH : .....

PLACE of BIRTH : .....

INTERNSHIP BEGINNING  
DATE : .....

INTERNSHIP ENDING DATE : .....

**COMPANY INFORMATION**

COMMERCIAL TITTLE : .....

ADDRESS : .....

TEL/FAX : .....

E-MAIL ADDRESS : .....

**SUPERVISOR INFORMATION**

NAME SURNAME : .....

TITLE : .....

TEL : .....

E-MAIL : .....

SIGNATURE : .....

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DEPARTMENT OF MARITIME BUSINESS ADMINISTRATION

This training report covers the maritime business internship which has started on ..../..../..... and ended on ..../..../..... and consists of 1 (one) cover page, 2 (two) entrance pages (i, ii), .... (.....) daily report/main body, and .... (.....) pages appendix.

*(Bu rapor ..../..../..... tarihinde başlayan ve ..../..../..... tarihinde biten işletme stajını kapsamakta olup 1 (bir) kapak sayfası, 2 (iki) giriş sayfası (i, ii), .... (.....) sayfa günlük gövde metni ve .... (.....) sayfa ekten oluşmaktadır.*

**SUPERVISOR**

NAME SURNAME : .....

TITLE : .....

SIGNATURE : .....

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## **MARITIME BUSINESS INTERNSHIP REPORT**

The questions below frame the content of the maritime business internship report. All of the shipping agencies, freight forwarding companies, ship chartering and brokering companies, ship management companies, ship supply companies, etc. might be considered within this context.

### **1. Introductory Information**

- 1.1. Introduction of the company (name, type, location, history)
- 1.2. Business activities of the company
- 1.3. Human resources of the company (white and blue collars)
- 1.4. Macro external environmental analysis of the company (political, economic, social, technological, environmental, legal environment, etc.)
- 1.5. Micro external environmental analysis of the company (customers, suppliers, competitors, employees, etc.)

### **2. Managerial and Organizational Structure of the Company**

- 2.1. The vision, mission and strategies of the company
- 2.2. The organizational structure and chart of the company
- 2.3. Human resources policy and practices
- 2.4. Duties, responsibilities and authorities of the departments

### **3. Operation/Production System of the Company**

- 3.1. Operation/production strategies
- 3.2. Operation/production technologies and digitalization
- 3.3. Operation/production capacity
- 3.4. Operation/production inputs
- 3.5. Operation/production flowcharts

### **4. Marketing System of the Company**

- 4.1. Marketing strategies
- 4.2. Marketing mix of the company (product, price, place, promotion, people, process, and physical evidence)
- 4.3. Marketing organization of the company

### **5. Accounting and Finance System**

- 5.1. The financial strategies of the company
- 5.2. The accounting system and technologies of the company
- 5.3. Organization of the financial and accounting activities

### **6. Investment and Operational Planning**

- 6.1. Future plans regarding investments
- 6.2. Marketing targets
- 6.3. Schemed projects
- 6.4. Industrial projections
- 6.5. Technological projections

### **7. Additional Information**

### **8. Resources**

Appendices