**ESKİŞEHİR OSMANGAZİ UNIVERSITY**

**TOURISM FACULTY**



***Dear Sir / Madam;***

*We would like to thank you* *for providing our student who has been studying at the Faculty of Tourism at Eskişehir Osmangazi University with the opportunity to do his/her internship in your business.*

*Please make sure you fill in the business information section below, the internship unit information and the evaluation criteria sections on the back page. Please fill in this form and hand over to our student in a closed envelop at the end of the internship,*

**ESKİŞEHİR OSMANGAZİ UNIVERSITY**

**TOURSIM FACULTY**

**INFORMATION ABOUT THE BUSINESS**

Name of the Company : ………………………………………………………………………………………...

Adress : ………………………………………………………………………………………...

Telephone : ………………………………………………………………………………………...

Web & E-Mail Adresses : ………………………………………………………………………………………..

Name & Surname of the Authority : ………………………………………………………………………………………...

Stars of the Hotel (For Hotels) : ………………………………………………………………………………………..

Type of Travel Agency (For Travel Agencies) : ……………………………………………………………………………………….

Type of Restaurant (For Restaurants) : …………………………………………………………………………... ……..

Other Type of Business \* : ……………………………………………………………………………………….

\* (Please provide further information) : ………………………………………………………………….……………………..

**Eskişehir Osmangazi University /Tourism Faculty Meşelik Campus/ ESKİŞEHİR**

**Tel : +90 0222 239 37 50 6601- 6605 Fax :+90 0222 229 0084 E-mail: esoguturizm@ogu.edu.tr**

**INTERNSHIP UNIT INFORMATION**

|  |  |
| --- | --- |
| The units and fields that the student worked at during the internship |  |
| The chores that the student did during the internship |  |
| Job Title |  |
| Internship Started On: ……../……../20…. Internship Finished On: ……./……./20….. Total Internship Days: …….. |

**EVALUATION CRITERIA SCORE\* THOUGHTS FOR STUDENTS**

 Please Write down your recommendations in this area by specifying the students' strengths and weaknesses.

|  |  |
| --- | --- |
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1. Continuity and time use
2. Relationship with supervisors and colleagues
3. Relations with customers
4. Professional theoretical knowledge
5. Professional practice skills
6. Accuracy in using in-site equipment
7. Emphasis on dressing and cleaning
8. Awareness of responsibility in the work
9. Willingness to do the task

**10.** Sensitivity to the business ethics

**\*** **In order for the student to be considered successful at the internship, you need to score the following evaluation criteria over 100 and the arithmetic average of 10 problems should be at least 70.**

|  |
| --- |
|  **Would you consider working with this student in the future?** Strongly Agree Agree Neither Agree Nor Disagree Disagree Strongly Disagree |

**Eskişehir Osmangazi University Tourism Faculty student ……………………….……….…. completed his/her internship in our company between the dates mentioned above.**

 Date : ……/……./20….

**Name and Surname of the Authority**

 **Signature-Stamp**

 Head of Internship Committee Committee Member Committee Member

 Signature Signature Signature