QUESTIONS TO BE ANSWERED

The following questions must be answered in detail in the Integrated Training Report. The report is not limited to these questions; if necessary, you may give information apart from these questions.

QUESTION 1- Give the following information about the institution you performed your Integrated Training at. (Maximum 2 pages):

a) Name and address of the institution.

b) Its area of business

c) A short history of the institution that introduces the development of the institution.

d) A superior institution it is affiliated to if any and the available facilities.

e) The number of employees in the institution and their classification according to their skills (worker, technician, engineer, administrative personnel, etc.).

f) For production enterprises: produced goods, production capacity, basic raw materials, material supply methods, annual production amounts and target markets.

g) For service enterprises: services offered, service capacity, basic inputs and target markets.

QUESTION 2- By drawing the organizational chart of the institution; please state which units fulfill production/service and general business administration functions, and write about the relationships, rights and responsibilities of the departments. The activities a company must perform in order to fulfill its aims defined as producing and/or marketing goods/services are referred to as business administration functions and they are categorized under the following titles:

• Management

• Production

• Marketing

• Finance and Accounting

• Personnel / Human Resources

• Research – Development

• Public Relations

Management is a process made up of planning, organizing, coordinating, orienting and supervising the activities of people to reach the fundamental aim of the enterprise. Planning means determining and arranging what to do, how to do it, when to do it and with whom to do it. Organizing means setting an organization in accordance with the aims established in the planning process and the ways determined to reach these aims. Orientation means activating the functionality of the organization by using organizational communication, motivation level of the employees and leadership roles of the managers.

Coordination means combining the efforts of the employees, arranging times, making the the activities be successive and integrate into each other in order for them to complete each other with the aim of reaching the common goal.

Supervision means confirming what is implemented in business administration functions, how it is implemented and to what extent it is implemented.

QUESTION 3- Did you have a chance to use your foreign language during your integrated training? Which foreign language was it? Please answer in Yes/No format and specify which languages you used.

QUESTION 4- State your ideas and suggestions that could increase efficiency in the processes of production and service at the institution you did the integrated training.

QUESTION 5- What kind of practical applications of the theoretical knowledge you gained at school did you observe? Be specific. Give examples.

QUESTION 6- Please tell what you gained from this integrated training in one paragraph.