### BİLKENT UNIVERSITY FACULTY OF HUMANITIES AND LETTERS DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE INTERNSHIP WEEKLY REPORT (Form – 2b) 2017

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#### Intern’s

Name: ...................   
Surname: .................   
Department:..................

#### Internship Details

Name of the Firm/Institution/Organization: ..................   
Department / Section / Branch: ................   
Duration: ......................   
Documents used through Internship: (letter, report, etc..) : ....................   
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#### Firm/ Institution Information:

Address: ..............................................

Tel: …………………………………….

Fax: ……………………………………

Web address: …………………………………

Internship manager’s name: ………………………..

Email: …………………………………………………..

Mobile number: ……………………………………  
Scope of the company: ....................................   
Number of Staff: ……………………………..

#### Type of Firm:

 Public Company

 Private Company

 SME

 Research Institute

 Multinational Corporation

 Other (Explain): ................................   
...................................... ……………….  
...................................... ……………….

#### Intern’s Weekly Report:

Monday: ..................................

Tuesday: ...................................

Wednesday: ..................................

Thursday: ................................

Friday: ...................................

#### Internship Manager’s Weekly Evaluation and Views about Intern’s Attendance, Discipline and Study:

Date/Signature

#### Intern’s Weekly Report:

Monday: ..................................

Tuesday: ...................................

Wednesday: ..................................

Thursday: ................................

Friday: ...................................

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Monday: ..................................

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Wednesday: ..................................

Thursday: ................................

Friday: ...................................

#### Internship Manager’s Weekly Evaluation and Views about Intern’s Attendance, Discipline and Study:

#### Your Suggestions and Comments:

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