**COVER PAGE WILL BE ADDED!**

# 1. INTRODUCTION

## 1.1. Purpose and Scope of Office Internship

## 1.2. Definition, Subject and Duration of Office Internship

# 2. GENERAL INFORMATION ABOUT THE PLACE OF INTERNSHIP

## 2.1. General Information About the Institution

* **Name:**
* **Adress:**
* **Tel:**
* **Electronic Network:**

## 2.2. Department of Internship

### Duties and Responsibilities of the Department

### Duties, Authorities and Responsibilities of the Branch Manager

### Working Procedures and Principles of City Planner Personnel in the Department

# INTERNSHIP PROCESS

**Intern Name Surname, Signature**

**Internship Authority Name Surname, Signature**

**INTERNSHIP DAY 1…**

**DATE:**

# EVALUATION

# ATTACHMENTS