

	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION ALUMNI RELATIONS AND INTERNSHIP COMMISSION WORKFLOW	Document No	ISL-IA-008
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WORKFLOW	RESPONSIBLE	RELEVANT DOCUMENT
Creating an event calendar covering seminars, workshops, alumni gatherings, and internship information meetings for alumni.	Alumni Relations and Internship Commission	Event Planning Form
Updating the alumni database, collecting alumni contact information, and strengthening the continuous communication network with alumni.	Alumni Relations and Internship Commission	Alumni Information Form
Receiving students' internship applications and coordinating the application processes.	Alumni Relations and Internship Commission	Internship Application Form
Organizing individual or group career counseling sessions geared towards the needs of alumni.	Alumni Relations and Internship Commission	Career Counseling Form
Establishing a business network between alumni and students, and announcing internship and job opportunities.	Alumni Relations and Internship Commission	Announcement Texts and Postings

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WORKFLOW	RESPONSIBLE	RELEVANT DOCUMENT
Announcing the planned events to alumni and students via social media, e-mail, and other communication channels.	Alumni Relations and Internship Commission	Event Poster and Announcement Text
Monitoring the processes of students doing internships, guiding students, and communicating with institutions when necessary.	Alumni Relations and Internship Commission	Internship Evaluation Form
Evaluating the results by receiving feedback from alumni, students, and stakeholders participating in the events.	Alumni Relations and Internship Commission	Feedback Report
Reporting the relevant results.	Alumni Relations and Internship Commission	Feedback Report
Preparing the annual activity report by evaluating all alumni relations, internship activities, events, and feedback carried out throughout the year.	Alumni Relations and Internship Commission	Activity Report

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