

SYLLABUS

Faculty of Economics and Administrative Sciences

Course Code	Course Title		Credits	ECTS Value
ITL 461	Internship in International Trade and Logistics		(1-4)3	6
Prerequisite Courses:	None			
Course Language:	English	Course Delivery Mode:	Face to face	
Course Type and Level:	Elective / 4.Year/Fall Semester			
Instructor's Title, Name, and Surname		Course Hours	Office Hours	Contact
Assist. Prof. Dr. Duygu Gür		Friday 10:15-12:35	Thursday 10:00-12:00	duygugur@cag.edu.tr
Course Coordinator:	Assist.Prof.Dr. Duygu Gür			
Course Objectives This course aims to enable students to experience real business environments, recognize professional work culture, and develop a sense of individual responsibility and discipline. Throughout the internship process, students will have the opportunity to enhance their communication, teamwork, problem-solving, and practical skills, integrating their theoretical knowledge with real-world business practices. This experience is designed to provide a strong foundation for their professional careers after graduation.				
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;		Relations	
			Program Outcomes	Net Contribution
	1	Apply the theoretical knowledge acquired in the field of international trade and logistics to real business environments, contributing to organizational processes.	5 & 7	5
	2	Demonstrate effective written and oral communication skills to express oneself professionally in the workplace.	1 & 6	5
	3	Utilize contemporary information and communication technologies to perform assigned tasks efficiently and effectively.	2	4
	4	Observe and evaluate the interrelationships among key business functions such as marketing, logistics, finance, and management within the organization.	7 & 8	5
	5	Exhibit professional conduct aligned with ethical principles and social responsibility in the business environment.	5	5
	6	Analyze the experiences gained during the internship and propose recommendations for personal and professional development.	9	4
	7	Apply the theoretical knowledge acquired in the field of international trade and logistics to real business environments, contributing to organizational processes.	5 & 7	5
Course Content:	Work experience gained during university education plays a significant role in helping students develop their career goals. In this context, by taking the internship course, students complete internships related to their field of study and have the opportunity to apply their academic learning in practice, thereby building a bridge between education and professional life. Moreover, these experiences enable them to adapt more easily to the industry once they enter their professional careers.			

Course Schedule (Weekly Plan)

Week	Topic	Preparation	Teaching Methods and Techniques
1	Course Introduction – Orientation	Gaining preliminary information about the course, reviewing the internship guidelines	Sunum, soru-cevap
2-7	Completion of the Internship Process	Completion of the internship	
8-9	Submission of the Internship Logbook	Preparation of the internship logbook	
14-15	Final Presentation and Report Submission	Preparing the presentation content, organizing visual materials	Presentation, peer feedback

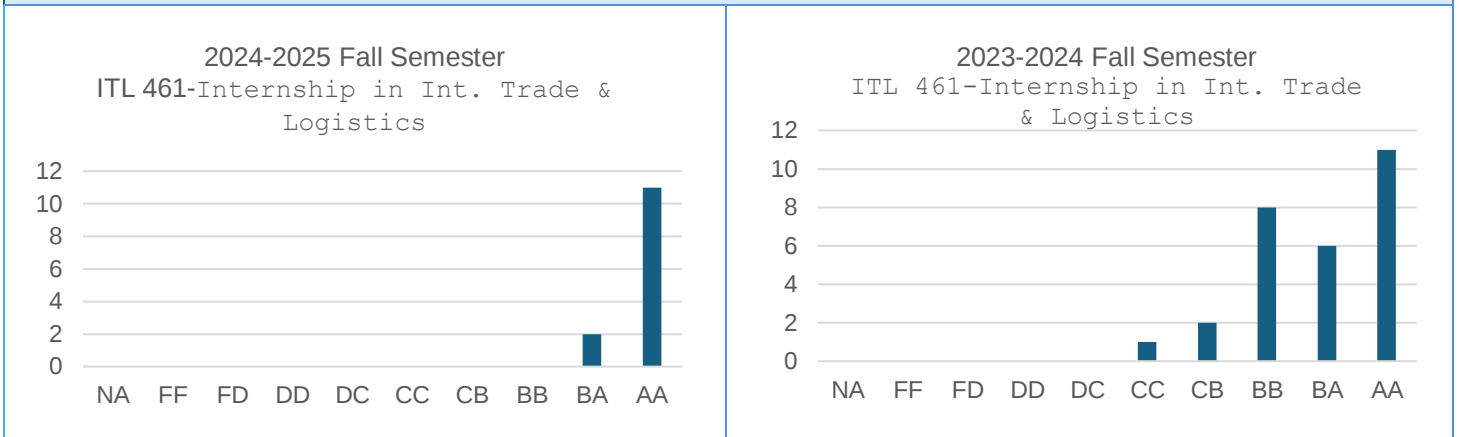
Course Assessment and Evaluation

Activities	Number	Percentile	Notes
Internship Logbook	1	25%	
Internship Report	1	25%	
Internship Final Presentation	1	50%	

ECTS Table

Content	Number	Hours	Total
Course Duration	3	3	9
Out-of-Class Study	14	8	112
Internship Logbook	1	10	10
Report	1	20	20
Presentation	1	30	30
Total:			181
Total / 30:			=181/30=6,03
ECTS Credit:			6

Past Term Achievements



Internship Report and Presentation Evaluation Rubric				
Student Name:				
Student ID:				
Criterion	Performance Evaluating			
	Insufficient	Sufficient	Successful	Total
				100
1. Presentation (Oral Communication Skills)	0 to 6 points	7 to 13 points	14 to 20 points	
	Oral presentations cannot be understood because there is no logical sequencing of information; the presenter reads most or all the project notes with little or no eye contact. The presenter is unprofessional, lacks confidence, is uncomfortable, and cannot answer basic questions.	Information is presented in a sequence that the audience can follow. The presenter maintains eye contact with the audience with a few minor exceptions. On a few occasions, the presenter reads from notes; is comfortable for the most part and adequately answers questions.	The information is presented in a logical, interesting, and effective sequence that the audience can easily follow; the presenter maintains eye contact with the audience and rarely refers to notes; is professional, confident, comfortable, and answers questions effectively	
	Comments: Measure ISLO: 1 Students will be able to produce reports and presentations to accomplish effective and professional communication in different business settings.			
2. Problem	0 to 3 points	4 to 7 points	8 to 10 points	

Solving and Using Decision Support Tools	Did not clearly understand the problem and could not take a role in the solution of the problems encountered during the internship	Clearly evaluated the remaining solutions against the results required, moderately found the ideal solution for the problem, used decision support tools at minimum level.	Effectively described and explained the problem and discovered the primary solution; explanation was focused, detailed, and compelling; and decision support tools were used appropriately.	
	Comment: Measure ISLO: 2 Students will be able to demonstrate ability to arrive at optimal solutions to business problems using decision support tools.			
3. Definition of Major Business Concepts	0 to 3 points	4 to 7 points	8 to 10 points	
	Major business concepts are not defined clearly and sufficiently in the report.	Major business concepts are mostly defined clearly and sufficiently in the report.	Major business concepts are fully defined clearly and sufficiently in the report, and the definitions are explained in detail.	
	Comments: Measure ISLO: 3 Students will be able to define major business concepts within the traditional areas of international business/finance and banking/trade and logistics.			
4. Work Ethics & Legal Principles	0 to 3 points	4 to 7 points	8 to 10 points	
	Taking into account the evaluation letter written by the organization/institution, student was unwilling or unable to understand and support the organization's mission, vision, and goals; exhibited difficulty in adapting to organizational norms, expectations and culture; frequently seemed to disregard appropriate authority and decision-making channels. Failed to perform requirements of internship, compliance with legal & ethical issues in the workplace is found to be weak.	Taking into account the evaluation letter written by organization/institution, student was adequately understood and supported the organization's mission, vision and goals; satisfactorily adapted to organizational norms, expectations, and culture; generally functioned within appropriate authority and decision-making channels. With a few minor exceptions, adequately performed requirements of internship, performed mostly in compliance with legal & ethical issues in the workplace.	Taking into account the evaluation letter written by the organization/institution, student completely understood and fully supported the organization's mission, vision and goals; successfully adapted to organizational norms, expectations, and culture; consistently functioned within appropriate authority and decision-making channels. Thoroughly and accurately performed all obligations of internship, performed in compliance with legal & ethical issues in the workplace.	
	Comments: Measure ISLOs: 4 Students will be able to carry out the ethical and legal principles when making decisions in global business environments.			

	0 to 3 points	4 to 7 points	8 to 10 points	
5. Integration of Theoretical & Practical Knowledge	Internship report was done in a careless manner and was erratic quality and made numerous errors and failed to meet the goals of internship principles. The use of theoretical and practical knowledge is inadequate or missing.	With a few minor exceptions, adequately performed most internship report requirements, made occasional errors and meet most of the goals of internship principles. The report mostly includes use of theoretical and practical knowledge.	Thoroughly and accurately submitted all internship report requirements and meets most of the goals of internship. The report includes use of both theoretical and practical knowledge in thorough and detailed explanation.	
	Comments: Measure ISLO: 5 Students will be able to combine the acquired theoretical and practical knowledge in the system that she/he lives.			
	0 to 3 points	4 to 7 points	8 to 10 points	
6. Leadership & Teamwork	The student does not participate as a team member, does not build any relationship with other mates, lack in communication skills and unprofessional on fulfilling his/her responsibilities	The student could join and participate as a team member in workplace, communicated well with others, finished the task assigned, had good interpersonal relationship.	The student successfully joined and participated well as a team member in workplace, communicated very well with others, took responsibility, and showed remarkable leadership skills outside given duties. Used his/her leadership, teamwork, and interpersonal relationship abilities efficiently.	
	Comments: Measure ISLOs: 6 Students will be able to use leadership, team working and interpersonal relationship abilities.			
	0 to 3 points	4 to 7 points	8 to 10 points	
7. Integration of Business Functions and Relationship among the Functions	Most of the business functions are not used and not clearly explained in the report, does not identify the business functions which she/he use in their internship, does not make a relationship among the Functions	Business functions are used, and each one is thoroughly explained in the report, but they are only moderately interrelated.	Business functions are used and each of them is explained in detail in the report, making it very easy to discuss the functions and relationships among the functions such as finance, marketing, manufacturing and so on.	
	Comments: Measure ISLO: 7 Students will be able to discuss the functions and relationship among the functions of business administration such as accounting, finance, marketing, management and production.			
	0 to 3 points	4 to 7 points	8 to 10 points	
8. Coordination of Management Functions	The student didn't gather any information on management functions, explanation of these functions and their relations are missing in the internship report.	The student comprehended the role and importance of different management functions in the workplace, had difficulty relating these functions with each other, the internship reports was missing detailed explanation of these functions.	The student comprehended the role and importance of different management functions in the workplace, very well explained these functions and their relations with each other in the internship report.	

	Comments: Measure ISLO: 8 Students will be able to coordinate functions of management such as planning, organizing, directing and controlling in different business settings.			
	0 to 3 points	4 to 7 points	8 to 10 points	
9. Analytical/ Critical Thinking Skills	Presented little if any analysis in work assignments; rarely sought out additional information from other sources and/or considered differing perspectives; presented few solutions, alternatives, or options to problems in work assignments, or solutions, alternatives, or options were often inaccurate, inconsistent, and/or not justified; ideas were presented in a vague manner	Adequately assessed and presented information from some sources and perspectives with only minor inconsistencies, irrelevancies, or omissions; satisfactorily outlined solutions, alternatives, or options for some work assignment problems that were logical and consistent; in most cases, developed solutions, alternatives, or options in a clear manner.	Accurately and appropriately evaluated and interpreted relevant information from a variety of sources and perspectives; developed and justified multiple solutions, alternatives, or options for a variety of work assignment problems; solutions, alternatives, or options were clear, coherent, well supported, logically consistent and complete	
	Comments: Measure ISLO: 9 Students will be able to use analytical tools, critical thinking and research skills to solve contemporary business problems.			

INTERNSHIP REPORT

- **Cover Page**
 - *Name: [Student's Name, Student Number , ÇAĞ Logo]*
 - *Course/Program: [Course or Program of Study]*
 - *Internship Company/Organization: [Company/Organization Name]*
 - *Duration: [Start Date to End Date]*
 - *Supervisor/Contact: [Name, Position, and Contact Information]*
- **Contents (Headings and page numbers) (First page)**
- **Introduction (Max about 500 words) (Second page)**
 - *What is the purpose of the internship?*
 - *Why you chose this company for your internship, what you hoped to learn, and what goals you set for yourself.*
- **Description of the Company:** *Write a detailed explanation of the company including: the sector, the area of expertise of the company, mission & visions, the departments & the roles of each department in the company. How do these departments work with each other?*
- **Internship Workplace & Employees:** *Brief information about your experience in the workplace, how was the interpersonal relationship between employees, as a team member what were your responsibilities and which tasks did you achieve? What benefits did you supply to the company? Did you take any initiative to solve a problem or lead a task?*
- **Internship Process**

- *What were your daily tasks & responsibilities?*
- *Which subjects did you learn during the internship?*
- *Describe any challenges or obstacles you encountered during your internship and how you overcame them.*
- *What are your observations on the legal & ethical environment of the workplace?*
- *Describe how your academic coursework and studies aided your performance during the internship. Were there specific classes or topics that were particularly relevant?*

- **Evaluation**

- *How did this experience improve or change your perspective about the industry, profession, or your future career goals?*
- *How did this internship help you improve your:*
 - *Practical & theoretical knowledge?*
 - *Research skills?*
 - *Creativity?*
 - *Communication skills?*
- *How do you evaluate your overall experience?*
- *If you were to give feedback to your employer, please write about what you liked about the internship, what could be improved, and suggestions for the future*

- **References**

- **Appendix (if any)**

P.s: Min. 7 pages (without the cover & content page), Times New Roman, use APA 7 format.