

SYLLABUS
Vocational School

Course Code	Course Title		Credits	ECTS Value
SKİ 210	Professional Internship		(1-1-2)	5
Prerequisite Courses:	None			
Course Language:	Turkish	Course Delivery Mode:	Online	
Course Type and Level:	Elective Course/ Spring Semester / Associate Degree			
Instructor's Title, Name, and Surname		Course Hours	Office Hours	Contact
Lecturer Şeyda ÇAVMAK		2	Monday 13:00–16:00	seydacavmak@cag.edu.tr
Course Coordinator:	Lecturer Şeyda ÇAVMAK			
Course Objectives				
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;		Relations	
			Program Outcomes	Net Contribution
	1	Observe the functioning of healthcare institutions.	1	5
	2	Gain professional experience in management, organization, finance, patient services, etc.	3,7	4,4
	3	Acquire skills in preparing internship reports and academic presentations.	4	4
	4	Compare theoretical knowledge with field practice.	8	4
	5	Develop awareness of professional ethics and responsibility.	6,7	5,3
	6	Develop awareness of confidentiality and security of health data.	7	4
Course Content:	Purpose and importance of professional internships in healthcare institutions; organizational structure and functioning of healthcare institutions; management and organizational processes; human resources management practices; finance, accounting, and financial management processes; patient registration and admission processes; information systems and digital transformation in healthcare institutions; logistics, materials, and supply chain management; quality management, patient safety, and accreditation processes; health insurance and social security practices; ethical principles and professional responsibility in healthcare institutions; techniques for preparing internship reports; student presentations and discussions based on internship experiences; general evaluation and professional development recommendations.			
Course Schedule (Weekly Plan)				
Week	Topic	Preparation	Teaching Methods and Techniques	
1	Introduction, sharing expectations regarding the course	Students will write down their expectations and prepare a short self-introduction paragraph.	Lecture, brainstorming, written expression	
2	Course overview, general evaluation of internship process, report and presentation criteria	Review of internship logbook and report guidelines	Lecture, Q&A, discussion	

3	Student Presentations I: General introduction of internship institutions	Compilation of institutional information, preparation of presentation	Student presentations, group discussion
4	Student Presentations II: Management and organizational processes	Literature review on management functions	Presentation, case analysis, discussion
5	Student Presentations III: Human resources practices	Compilation of HR processes (recruitment, training, performance) notes	Presentation, brainstorming, comparative discussion
6	Student Presentations IV: Finance and accounting practices	Review of financial processes in the internship institution	Presentation, case study, Q&A
7	Student Presentations V: Hospital information systems and digital health	Examination of HBYS, e-Nabız, Medula, etc. applications	Presentation, demonstration, discussion
8	Midterm Exam		
9	Midterm Exam		
10	Student Presentations VI: Patient relations and quality management	Notes on patient safety and satisfaction	Presentation, discussion, role play
11	Student Presentations VII: Logistics, materials, and supply chain management	Review of supply chain processes	Presentation, case study, discussion
12	Student Presentations VIII: Health insurance and social security practices	Research on SGK and private insurance systems	Presentation, comparative analysis, discussion
13	Student Presentations IX: Institutional problems and solution proposals	Recording of problems observed during internship	Presentation, problem-solving technique, group discussion
14	Student Presentations X: Ethics and professional responsibility	Reflection on ethical dilemmas in healthcare institutions	Presentation, discussion, ethical case studies
15	Final Presentations – Selected successful reports, general evaluation	Preparation of the final report	Presentation, panel, group discussion
16	General evaluation, submission of reports, course closure	Completion of all reports	Lecture, discussion, evaluation
17	Final Exam		
18	Final Exam		

Course Resources

Textbook: None

Recommended References: Ministry of Health Regulations

Course Assessment and Evaluation

Activities	Number	Percentile	Notes
Internship Logbook / File / Report	1	%30	Written Report
Presentation (Oral & Visual)	1	%20	Content organization, use of visuals, presentation skills, time management, handling Q&A
Final (Comprehensive: Report + Presentation + Internship Logbook/File)	1	%50	Comprehensive Evaluation

ECTS Table

Content	Number	Hours	Total
Course Duration	14	2	28
Internship (Field Work)	30	3	90
Internship Report Preparation	1	10	10
Midterm/Final Presentation Preparation	1	10	10
Final Exam (Comprehensive)	1	20	20
Course Duration	14	2	28
Total:			158
Total / 30:			$158 \div 30 \approx 5.2 \approx 5$
ECTS Credit:			5

Assessment Rubrics

Internship Evaluation Rubric (0–100 points)

Internship Logbook / File – Accurate and systematic recording of daily activities, institutional approval, structured transfer of observations (15%)

Internship Report (Written) – Introduction and functioning of the institution; observations on management, finance, HR, information systems, etc.; analysis, problem identification, and solution proposals; compliance with academic writing rules (35%)

Presentation (Oral / Visual) – Content organization and scope; use of visuals (slides, graphs, etc.); presentation skills (diction, time management); mastery of Q&A section (30%)

Participation and Contribution to Discussions – Active participation in presentations, constructive contributions to discussions, communication within the framework of professional ethics and respect (10%)

Professionalism and Discipline – Timely submission, academic integrity, compliance with discipline rules, seriousness during internship process (10%)