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| SYLLABUS  Vocational School | | | | | | | | | | | | | | | | |
| Course Unit Code | | | **Course Title** | | | | | | | **Credits** | | | | ECTS Value | | |
| HUK-232 | | | Professional Internship | | | | | | | 2-0-2 | | | | 5 | | |
| Prerequisite Courses: | | | - | | | | | | | | | | | | | |
| Language of Instruction: | | | Turkish | | | **Lesson Teaching Style:** | | | | | Online (zoom) | | | | | |
| Course Type and Level: | | | Elective Course/2. Year Spring Semester | | | | | | | | | | | | | |
| Title, Name and Surname of the Instructor of the Course | | | | | | **Course Hours** | | | | **Office Hours** | | | | Communication | | |
| Lecturer. Lecturer Dilara Çıplak | | | | | | Friday  10.15- 11.45 | | | | Thursday 09.00-16.30 | | | | dilaraciplak@cag.edu.tr | | |
| Course Coordinator: | | | Lecturer. Lecturer Dilara Çıplak | | | | | | | | | | | | | |
| Objectives of the Course | | | | | | | | | | | | | | | | |
| Course Learning Outcomes | Upon successful completion of this course, the student will be able to: | | | | | | | | | | | | Relations | | | |
| Program Outcomes | | | Net Contribution |
| 1 | | Explains and compares practices in the business environment. | | | | | | | | | | 3 & 6 & 7 | | | 5 & 3 & 5 |
| 2 | | Explains and interprets information about the business environment. | | | | | | | | | | 3 & 7 | | | 5 & 5 |
| 3 | | Applies his/her experiences during the university education process to business life. | | | | | | | | | | 3 & 7 | | | 5 & 5 |
| 4 | | Explain and discuss professional career goals. | | | | | | | | | | 3 & 7 | | | 5 & 5 |
| 5 | | Explains and compares the duties and activities of professional experts in business life. | | | | | | | | | | 3 & 7 | | | 5 & 5 |
| Course Description: | | | Work experience during the university education process is beneficial for students to develop their career goals. In this context, by taking the internship course, students carry out their internships related to their fields and have the chance to transfer their experiences to practice by creating a bridge between the education process and business life. In addition, these gains enable them to easily adapt to the sector when they transition to professional business life. | | | | | | | | | | | | | |
| Course Contents: (Weekly Lesson Plan) | | | | | | | | | | | | | | | | |
| Week | | **Topic** | | | | | **Preparation** | | | | | Teaching Methods and Techniques | | | | |
| 1 | | Internship File | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 2 | | Internship Report | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 3 | | Presentation | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 4 | | General information about the Internship Process | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 5 | | General information about the internship institution | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 6 | | Knowledge and experience gained during the internship process | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 7 | | Advantages and contributions of the internship process | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 8 | | Midterm Exam | | | | |  | | | | |  | | | | |
| 9 | | Midterm Exam | | | | |  | | | | |  | | | | |
| 10 | | Information on the fulfillment of the internship process in the State institution | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 11 | | Information on the fulfillment of the internship process in private enterprises such as lawyer's office, etc. | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 12 | | Ability to provide a solution to any problem | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 13 | | Presentation about the Internship Process | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 14 | | General Information About the Internship Company | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 15 | | Knowledge and experience gained during the internship process | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 16 | | Observation of Students' Development | | | | | Slide presentation | | | | | Lecture with Reflection, Question and Answer | | | | |
| 17 | | Final Exam | | | | |  | | | | |  | | | | |
| 18 | | Final Exam | | | | |  | | | | |  | | | | |
| Course Resources | | | | | | | | | | | | | | | | |
| Textbook: | | | |  | | | | | | | | | | | | |
| Recommended Reading: | | | | Lecture Slides | | | | | | | | | | | | |
| Course Assessment and Evaluation | | | | | | | | | | | | | | | | |
| Events | | | | **Number** | **Contribution** | | | Notes | | | | | | | | |
| Midterm Exam | | | | 1 | 30% | | | It is a practice course and no exam is held. It includes file delivery.  Evaluation criteria are specified in the internship file. | | | | | | | | |
| Project | | | |  |  | | |  | | | | | | | | |
| Homework | | | |  |  | | |  | | | | | | | | |
| Presentation | | | |  |  | | |  | | | | | | | | |
| Participation / In-process activities | | | | 1 | 10% | | | Active participation in discussions, group work, and classroom activities | | | | | | | | |
| Finale | | | | 1 | 60% | | | It is a practice course and no exam is held. It includes oral presentation.  The presentation evaluation criteria are specified in the rubric | | | | | | | | |
| ECTS Table | | | | | | | | | | | | | | | | |
| Content | | | | | **Number** | | | | **Hour** | | | | | | Sum | |
| Course duration | | | | | **14** | | | | **2** | | | | | | 28 | |
| Out-of-Class Work | | | | | **14** | | | | **4** | | | | | | 46 | |
| Assignments | | | | |  | | | |  | | | | | |  | |
| Presentation | | | | |  | | | |  | | | | | |  | |
| Participation / In-process activities | | | | | **14** | | | | **1** | | | | | | 14 | |
| Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation) | | | | | **1** | | | | **10** | | | | | | 18 | |
| Final Exam (Final Exam Duration + Final Exam Preparation) | | | | | **1** | | | | **20** | | | | | | 20 | |
| Sum: | | | | | | | | | | | | | | | 126 | |
| Total of 30: | | | | | | | | | | | | | | | 126÷ 30 ≈4.2 | |
| AKTS Credits: | | | | | | | | | | | | | | | 5 | |

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| Past Achievements | |
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