

COURSE SYLLABUS

Faculty of Economics and Administrative Sciences

Course Code	Course Name		Credit	ECTS Value	
MAN 462	Internship in International Business Management		(1-4)3	6	
Prerequisite Courses:	-				
Course Language:	English	Course Delivery Method:	Application-Face-to-Face		
Course Type and Level:	Elective / 4th Year / Spring Semester				
Instructor's Title, First Name, and Last Name		Class Time	Office Hours	Contact	
Dr. Gülay GÜLER		Wednesday 1:25 PM - 3:45 PM	Tuesday 10:00 AM - 12:00 PM	gulayguler@cag.edu.tr	
Course Coordinator:					
Course Objective					
Course Learning Outcomes	Students who successfully complete this course will be able to:			Relationships	
				Program Outcomes	Net Contribution
	1	Applies the theoretical knowledge acquired in the field during the internship process and contributes to business operations.	5, 7	5	
	2	Effectively uses written and verbal communication skills in the workplace and expresses themselves professionally.	1, 6	5	
	3	Carries out assigned tasks efficiently and effectively by using current information and communication technologies.	2	4	
	4	Observes and evaluates the relationships among core business functions such as marketing, logistics, finance, and management within the internship organization.	7, 8	5	
	5	Demonstrates social responsibility awareness and behaves in accordance with ethical values in professional life.	5	5	
	6	Analyzes the competencies gained from internship experiences and develops recommendations for professional development.	9	4	
	7	Applies the theoretical knowledge acquired in the field during the internship process and contributes to business operations.	5, 7	5	
Course Content:	Work experience during university education is beneficial in developing students' career goals. In this context, by taking the internship course, students complete internships related to their fields and have the opportunity to apply their experiences by creating a bridge between the educational process and working life. Furthermore, these gains enable them to easily adapt to the sector when they transition to their professional working life.				
Course Content: (Weekly Course Plan)					
Week	Topic		Preparation	Teaching Methods and Techniques	
1	Course Introduction - Getting Acquainted		Gaining preliminary information about the course,	Presentation, Q&A	

		reviewing the internship guidelines	
2	Completion of the internship process	Completion of the internship	
3	Completion of the internship process	Completion of the internship	
4	Completion of the internship process	Completion of the internship	
5	Completion of the internship process	Completion of the internship	
6	Completion of the internship process	Completion of the internship	
7	Completion of the internship process	Completion of the internship	
8	Midterm Exam Week - Internship Journal Submission	Preparation of the internship logbook	
9	Midterm Exam Week - Internship Journal Submission	Preparation of the internship logbook	
10-11-12-13	Preparation for the Final Presentation and Report.	Reviewing presentation techniques and revising the report format.	
14-15-16	Final Presentation and Report Submission	Preparing presentation content, organizing visual aids	Presentation, peer feedback

Course Assessment and Evaluation

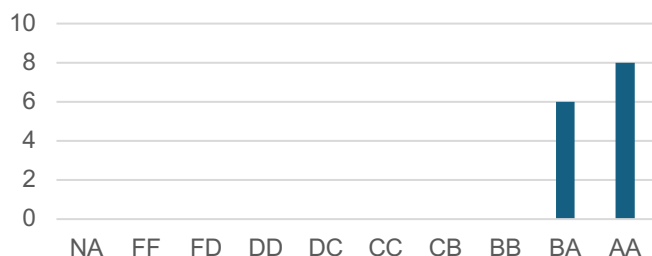
Activities	Number	Contribution	Notes
Internship Logbook	1	40%	
Internship Report (30%) and Final Presentation (30%)	1	60%	

ECTS Table

Content	Number	Hours	Total
Course Duration	3	3	9
Out-of-Class Work	14	8	112
Internship Log	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

2020-2021 Spring Semester
MAN462 Internship in International
Business Management



Internship Report Format

Cover Page

- **Name and Surname:** [Student's Name and Surname, Student Number, ÇAĞ University Logo]
- **Course/Program:** [Name of Course or Program]
- **Company/Institution Where Internship Was Completed:** [Company/Institution Name]
- **Internship Period:** [Start Date – End Date]
- **Internship Advisor / Supervisor:** [Name, Position, and Contact Information]

Table of Contents (Headings and page numbers) (*First page*)

Introduction (Maximum of approximately 500 words) (*Second page*)

- What is the purpose of the internship?
- Why did you choose this company for your internship, what did you aim to learn, and what goals did you set for yourself?

Company Description:

Write a detailed description of the company. This description should include the following elements:

- The sector in which the company operates
- The company's area of expertise
- Its mission and vision
- The departments within the company and the responsibilities of each department
- How these departments work together and collaborate

Internship Location and Employees:

Please provide brief information about your experience at the workplace.

- How was communication among employees?
- What were your responsibilities as a team member and what tasks did you perform?
- What contributions did you make to the company?
- Did you take initiative to solve a problem or lead a task?

Internship Process:

- What were your daily tasks and responsibilities?
- What topics did you learn during your internship?
- What challenges or obstacles did you encounter during your internship, and how did you overcome them?
- What are your observations regarding the legal and ethical environment of the workplace?
- How did your academic courses and education contribute to your internship performance? Were there any particularly useful courses or subjects?

Evaluation:

- How did this experience develop or change your perspective on the industry, profession, or your future career goals?
- How did this internship contribute to your development in the following areas?
 - Practical and theoretical knowledge
 - Research skills
 - Creativity
 - Communication skills
- How would you evaluate your overall internship experience?
- If you were to provide feedback to the employer, what aspects of the internship did you like, what areas could be improved, and what recommendations would you make for the future?

References

Appendices (if any)

Note: The document must be at least 7 pages long, excluding the cover and table of contents pages. The font should be Times New Roman, and the document must adhere to APA 7 format.

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 Solving and Using Decision Support Tools	0 to 3 points	4 to 7 points	8 to 10 points	
	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.			
5. Integration of Theoretical & Practical Knowledge	0 to 3 points	4 to 7 points	8 to 10 points	
	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.			
6. Leadership & Teamwork	0 to 3 points	4 to 7 points	8 to 10 points	
	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.			

