

## SYLLABUS Vocational School

	urse Unit Code Course Title			Credits		ECTS Value		
MBH-212		Professional Internship			2-0-2		5	
Prerequisite Courses:		<u> </u>						
Language of Instruction:		Turkish	Lesson Teaching Style: Onlin			e (zoom)		
Course Type and Level:  Elective Course/2. Year Spring Semester								
Title	e, Name ar	nd Surname of the Instructor of the Course	Course Hours	Office Hours			Communication	
		Lecturer Dilara Çıplak	Friday 10.15- 11.45	Thursday 09.00- 16.30		dilaraciplak@cag.edu.t r		
Course Coordinator: Lecturer Dilara Çıplak								
Objectives of the Course								
v						Relations		
Course Learning Outcomes	Upon suc	cessful completion of this course, the student will be able to:					gram omes	Net Contribution
Out	1	Explains and compares practices in the business environment.				3 & 6	8 & 7	5 & 3 & 5
ırning	2	Explains and interprets information about the business environment.				3 8	<u> </u>	5 & 5
е Геа	3	Applies his/her experiences during the university education process to business life.				3 8	<u> </u>	5 & 5
ours	4	Explain and discuss professional career goals.				3 8	<u> </u>	5 & 5
Explains and compares the duties and activities of profession 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	Торіс	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	Contribu tion	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	
	126			
	126÷ 30 ≈4 2			



AKTS Credits: 5



Past Achievements				