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| COURSE SYLLABUS  Vocational School | | | | | | | | | | | | | | | | |
| Course Code | | | **Course Name** | | | | | | | **Credit** | | | | ECTS Value | | |
| MBH-212 | | | Professional Internship | | | | | | | 2-0-2 | | | | 5 | | |
| Prerequisite Courses: | | | - | | | | | | | | | | | | | |
| Language of Instruction: | | | Turkish | | | **Course Delivery Method:** | | | | | Online (Zoom) | | | | | |
| Course Type and Level: | | | Elective Course/2nd Year Spring Semester | | | | | | | | | | | | | |
| Instructor's Title, First Name, and Last Name | | | | | | **Class Time** | | | | **Office Hours** | | | | Contact | | |
| Lecturer Dilara ÇIPLAK | | | | | | Friday  10:15 AM - 11:45 AM | | | | Thursday 9:00 AM - 4:30 PM | | | | dilaraciplak@cag.edu.tr | | |
| Course Coordinator: | | | Lecturer Dilara ÇIPLAK | | | | | | | | | | | | | |
| Course Objective | | | | | | | | | | | | | | | | |
| Course Learning Outcomes | Upon successful completion of this course, the student will be able to: | | | | | | | | | | | | Relationships | | | |
| Program Outcomes | | | Net Contribution |
| 1 | | Gain experience in workplace applications | | | | | | | | | | 3 & 6 & 7 | | | 5 & 3 & 5 |
| 2 | | Acquires knowledge about the business environment. | | | | | | | | | | 3 & 7 | | | 5 & 5 |
| 3 | | Transfers their experiences from the university education process to their professional life. | | | | | | | | | | 3 & 7 | | | 5 & 5 |
| 4 | | Assists in developing professional career goals. | | | | | | | | | | 3 & 7 | | | 5 & 5 |
| 5 | | Observes the duties and activities of professionals in the workplace. | | | | | | | | | | 3 & 7 | | | 5 & 5 |
| Course Content: | | | Work experience during university education is beneficial for students in developing their 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 enter professional working life. | | | | | | | | | | | | | |
| Course Content: (Weekly Course Plan) | | | | | | | | | | | | | | | | |
| Week | | **Topic** | | | | | **Preparation** | | | | | Teaching Methods and Techniques | | | | |
| 1 | | Internship File | | | | | Slide Presentation | | | | | Projected Lecture, Question and Answer | | | | |
| 2 | | Internship Report | | | | | Slide presentation | | | | | Projected Lecture, Q&A | | | | |
| 3 | | Presentation | | | | | Slide presentation | | | | | Projected Lecture, Q&A | | | | |
| 4 | | General information about the internship process | | | | | Slide presentation | | | | | Reflective Narrative, Question and Answer | | | | |
| 5 | | General information about the institution where the internship is conducted | | | | | Slide presentation | | | | | Projected Straightforward Presentation, Question and Answer | | | | |
| 6 | | Knowledge and experience gained during the internship | | | | | Slide presentation | | | | | Projected Lecture, Q&A | | | | |
| 7 | | Advantages and contributions of the internship process | | | | | Slide presentation | | | | | Projected Lecture, Q&A | | | | |
| 8 | | Midterm Exam | | | | |  | | | | |  | | | | |
| 9 | | Information regarding the completion of the internship process at a government institution | | | | | Slide presentation | | | | | Projected presentation, Q&A | | | | |
| 10 | | Information regarding the completion of the internship process at private firms such as law offices | | | | | Slide presentation | | | | | Projected Lecture, Q&A | | | | |
| 11 | | The ability to find solutions to any problems encountered | | | | | Slide presentation | | | | | Projected Straightforward Presentation, Question and Answer | | | | |
| 12 | | Presentation on the Internship Process | | | | | Slide presentation | | | | | Projected Lecture, Q&A | | | | |
| 13 | | General Information About the Company Where the Internship Was Completed | | | | | Slide Presentation | | | | | Projected Presentation, Q&A | | | | |
| 14 | | Knowledge and experience gained during the internship | | | | | Slide presentation | | | | | Projected Lecture, Q&A | | | | |
| 15 | | Overall Evaluation | | | | | Slide presentation | | | | | Projected Lecture, Q&A | | | | |
| 16 | | Observation of Student Development | | | | | Slide presentation | | | | | Projected Lecture, Question and Answer | | | | |
| 17 | | Final Exam | | | | |  | | | | |  | | | | |
| 18 | | Final Exam | | | | |  | | | | |  | | | | |
| Course Resources | | | | | | | | | | | | | | | | |
| Textbook: | | | |  | | | | | | | | | | | | |
| Recommended Resources: | | | | Course Slides | | | | | | | | | | | | |
| Course Assessment and Evaluation | | | | | | | | | | | | | | | | |
| Activities | | | | **Number** | **Contribution** | | | Notes | | | | | | | | |
| Midterm Exam | | | | 1 | 30% | | | This is a practical course; no exam is administered. It includes the submission of a portfolio.  Evaluation criteria are specified in the internship file. | | | | | | | | |
| Project | | | |  |  | | |  | | | | | | | | |
| Assignment | | | |  |  | | |  | | | | | | | | |
| Presentation | | | |  |  | | |  | | | | | | | | |
| Participation / In-process activities | | | | 1 | 10 | | | Active participation in discussions, group work, and in-class activities | | | | | | | | |
| Final | | | | 1 | 60 | | | This is a practical course with no exam. It includes an oral presentation.  Presentation evaluation criteria are specified in the rubric. | | | | | | | | |
| ECTS Table | | | | | | | | | | | | | | | | |
| Content | | | | | **Number** | | | | **Hours** | | | | | | Total | |
| Course duration | | | | | **14** | | | | **2** | | | | | | 28 | |
| Out-of-Class Work | | | | | **14** | | | | **4** | | | | | | 46 | |
| Homework | | | | |  | | | |  | | | | | |  | |
| 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 | |
| Total: | | | | | | | | | | | | | | | 126 | |
| Total / 30: | | | | | | | | | | | | | | | 126 ÷ 30 ≈ 4.2 | |
| ECTS Credit: | | | | | | | | | | | | | | | 5 | |

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| Past Term Achievements | |
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