

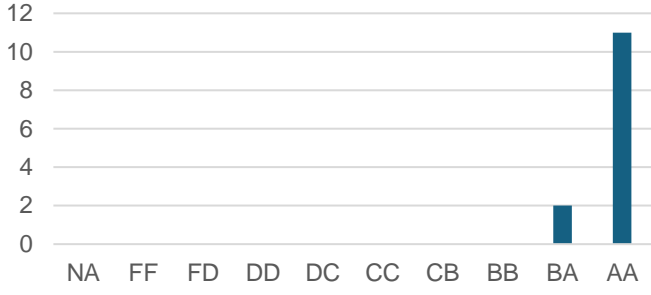
DERS İZLENESİ (SYLLABUS)
İktisadi ve İdari Bilimler Fakültesi

Dersin Kodu	Dersin Adı		Kredisi	AKTS Değeri
ITL-461	Uluslararası Ticaret ve Lojistikte Staj		(1-4)3	6
Ön koşul Dersler:	Yok			
Dersin Dili:	İngilizce	Ders İşleme Tarzı:	Yüz yüze	
Dersin Türü ve Düzeyi:	Seçmeli / 4.Yıl / Güz Dönemi			
Dersin Öğretim Üyesinin Unvanı, Adı ve Soyadı		Ders Saati	Görüşme Saatleri	İletişim
Dr. Öğr. Üyesi Duygu Gür		Cuma 10:15 - 12:35	Perşembe 10:00-12:00	duygugur@cag.edu.tr
Dersin Koordinatörü:	Dr. Öğr. Üyesi Duygu Gür			
Dersin Amacı Seçmeli ders olan staj dersinin seçilmesi ile öğrenciler, kitlelerle iletişim kurmayı, profesyonel iş yaşantısını, becerilerini, sorumluluk duygularını, pratik yeteneklerini, kişisel disiplini, takım çalışmasını daha yakından deneyimleme şansına erişir. Üniversite yaşantısı sonrasında bu kazanımları ise profesyonel iş yaşantılarında onlara katkı sağlayacaktır.				
Dersin Öğrenme Çıktıları	Bu dersi başarıyla tamamlayan öğrenci;		İlişkiler	
			Program Çıktıları	Net Katkı
	1	Uluslararası ticaret ve lojistik alanında edindiği teorik bilgileri staj sürecinde uygulayarak iş süreçlerine katkı sağlar.	5 & 7	5
	2	İş ortamında yazılı ve sözlü iletişim becerilerini etkin biçimde kullanarak profesyonel bir şekilde kendini ifade eder.	1 & 6	5
	3	Güncel bilişim ve iletişim teknolojilerini kullanarak görevlerini etkin ve verimli biçimde yerine getirir.	2	4
	4	Staj yaptığı kurumda pazarlama, lojistik, finans ve yönetim gibi temel işletme fonksiyonları arasındaki ilişkileri gözlemler ve değerlendirir.	7 & 8	5
	5	İş yaşamında sosyal sorumluluk bilinci ve etik değerlere uygun davranış sergiler.	5	5
	6	Staj deneyimlerinden elde ettiği kazanımları analiz ederek mesleki gelişimi için öneriler geliştirir.	9	4
7	Uluslararası ticaret ve lojistik alanında edindiği teorik bilgileri staj sürecinde uygulayarak iş süreçlerine katkı sağlar.	5 & 7	5	
Dersin İçeriği:	Üniversite eğitim sürecindeki iş deneyimi, öğrencilerin kariyer hedeflerini geliştirmesinde faydalı olmaktadır. Bu bağlamda staj dersini alarak, öğrenciler, alanları ile ilgili olarak stajlarını gerçekleştirmektedir ve eğitim süreci ve iş yaşantısı arasında bir köprü oluşturmak suretiyle deneyimlerini uygulamaya aktarma şansına erişmektedir. Ayrıca, bu kazanımları onların profesyonel iş hayatına geçtiklerinde kolaylıkla sektöre adapte olmalarını sağlar.			
Ders İçerikleri: (Haftalık Ders Planı)				
Hafta	Konu	Hazırlık	Öğretim Yöntem ve Teknikleri	
1	Dersin Tanıtımı- Tanışma	Ders hakkında ön bilgi edinme, staj yönergesini inceleme	Sunum, soru-cevap	

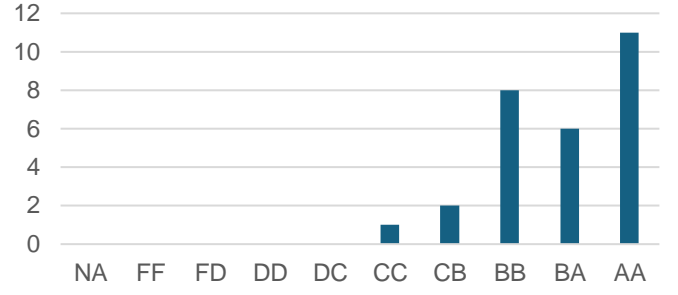
2-7	Staj sürecinin tamamlanması	Stajın tamamlanması	
8-9	Staj Defteri Teslimi	Staj defterinin hazırlanması	
14-15	Final Sunum ve Rapor Teslimi	Sunum içeriğinin hazırlanması, görsel desteklerin düzenlenmesi	Sunum, akran geri bildirimi
Dersin Ölçme ve Değerlendirmesi			
Etkinlikler	Sayı	Katkı	Notlar
Staj Defteri	1	25%	
Staj Raporu	1	25%	
Final Sunumu	1	50%	
AKTS Tablosu			
İçerik	Sayı	Saat	Toplam
Ders Süresi	3	3	9
Sınıf Dışı Ders Çalışma	14	8	112
Staj Defteri	1	10	10
Rapor	1	20	20
Sunum	1	30	30
Toplam:			181
Toplam / 30:			=181/30=6,03
AKTS Kredisi:			6

Geçmiş Dönem Başarıları

2024-2025 Güz Yarıyılı
ITL 461-Ulus.Tic ve Lojistik Alanında Staj



2023-2024 Güz Yarıyılı
ITL 461-Ulus.Tic ve Lojistik Alanında Staj



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	
	<p>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.</p>	<p>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.</p>	<p>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</p>	
	<p>Comments: Measure ISLO: 1 Students will be able to produce reports and presentations to accomplish effective and professional communication in different business settings.</p>			
2. Problem Solving and Using Decision Support Tools	0 to 3 points	4 to 7 points	8 to 10 points	
	<p>Did not clearly understand the problem and could not take a role in the solution of the problems encountered during the internship</p>	<p>Clearly evaluated the remaining solutions against the results required, moderately found the ideal solution for the problem, used decision support tools at minimum level.</p>	<p>Effectively described and explained the problem and discovered the primary solution; explanation was focused, detailed, and compelling; and decision support tools were used appropriately.</p>	
	<p>Comment: Measure ISLO: 2 Students will be able to demonstrate ability to arrive at optimal solutions to business problems using decision support tools.</p>			
3. Definition of Major Business Concepts	0 to 3 points	4 to 7 points	8 to 10 points	
	<p>Major business concepts are not defined clearly and sufficiently in the report.</p>	<p>Major business concepts are mostly defined clearly and sufficiently in the report.</p>	<p>Major business concepts are fully defined clearly and sufficiently in the report, and the definitions are explained in detail.</p>	
	<p>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.</p>			

	0 to 3 points	4 to 7 points	8 to 10 points	
4. Work Ethics & Legal Principles	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.			
	0 to 3 points	4 to 7 points	8 to 10 points	
5. Integration of Theoretical & Practical Knowledge	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.			
	0 to 3 points	4 to 7 points	8 to 10 points	
6. Leadership & Teamwork	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 ther 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.			

- **Cover Page**
 - Name: *[Student's Name, Student Number , ÇAĞ Logo]*
 - Course/Program: *[Course or Program of Study]*
 - Internship Company/Organization: *[Company/Organization Name]*
 - Duration: *[Start Date to End Date]*
 - Supervisor/Contact: *[Name, Position, and Contact Information]*
- **Contents** *(Headings and page numbers) (First page)*
- **Introduction** *(Max about 500 words) (Second page)*
 - What is the purpose of the internship?
 - Why you chose this company for your internship, what you hoped to learn, and what goals you set for yourself.
- **Description of the Company:** *Write a detailed explanation of the company including: the sector, the area of expertise of the company, mission & visions, the departments & the roles of each department in the company. How do these departments work with each other?*
- **Internship Workplace & Employees:** *Brief information about your experience in the workplace, how was the interpersonal relationship between employees, as a team member what were your responsibilities and which tasks did you achieve? What benefits did you supply to the company? Did you take any initiative to solve a problem or lead a task?*
- **Internship Process**
 - What were your daily tasks & responsibilities?
 - Which subjects did you learn during the internship?
 - Describe any challenges or obstacles you encountered during your internship and how you overcame them.
 - What are your observations on the legal & ethical environment of the workplace?
 - Describe how your academic coursework and studies aided your performance during the internship. Were there specific classes or topics that were particularly relevant?
- **Evaluation**
 - How did this experience improve or change your perspective about the industry, profession, or your future career goals?
 - How did this internship help you improve your:
 - Practical & theoretical knowledge?
 - Research skills?
 - Creativity?
 - Communication skills?
 - How do you evaluate your overall experience?
 - If you were to give feedback to your employer, please write about what you liked about the internship, what could be improved, and suggestions for the future
- **References**
- **Appendix** *(if any)*

P.s: Min. 7 pages (without the cover & content page), Times New Roman, use APA 7 format.