

**Vocational School of Social Sciences / Human Resource Management**

**2024 - 2025 Academic Year**

**INTERNSHIP II**

**Syllabus**

<b>Course Description</b>					
<b>Name</b>	<b>Code</b>	<b>Semester</b>	<b>T+A Hour</b>	<b>Credit</b>	<b>ECTS</b>
INTERNSHIP II	İK2213963	Spring Semester	0+0	0	5
<b>Prerequisites Courses</b>					
<b>Recommended Elective Courses</b>					
<b>Language of Instruction</b>	Turkish				
<b>Course Level</b>	Short Cycle (Associate's Degree)				
<b>Course Type</b>	Elective				
<b>Course Coordinator</b>	Lect. Ceyda SARI				
<b>Name of Lecturer(s)</b>	Lect. Ceyda SARI				
<b>Assistant(s)</b>					
<b>Aim</b>	The first thing that is expected from the student who will do an internship is to have the opportunity to practice to increase his skills and experience in line with the information he received in his courses at the University. However, it is essential to gain new knowledge and skills by seeing the applications in the field and participating in an interdisciplinary activity during the internship. Another purpose of the internship is to guide interns about the jobs they can do in their professional lives and the areas they can work in.				
<b>Course Content</b>	This course contains; Orientation for Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship.				
<b>Course Learning Outcomes</b>			<b>Teaching Methods</b>	<b>Assessment Methods</b>	
Will be able to evaluate the practical reflections of the theoretical knowledge acquired during university education.			12, 14, 5, 6	A	
Uses the information learned during vocational school education in practice.					
Transforms theoretical university education into practical applications					
Gains practice by using various programs at the institution where he/she does his/her internship.					
Will be able to present the information he has obtained in an official report to his superiors in the institution he works for.			12, 14, 5, 6	A	
Prepares a formal report on a specific topic.					
Prepares a formal presentation on a specific topic.					
Will be able to produce options, alone or as a team, to solve problems encountered in practice.			12, 14, 5, 6	A	
Works as a team and individually.					
Will be able to define the relationships between units in the institution/company where the internship is performed.			12, 14, 5, 6	A	
Experiences in manager-employee relations at the institution where the internship took place.					
Experiences the communication between different departments of the institution where the internship takes place.					
Will be able to gain new knowledge/skills that are not provided in university education during the internship period.			12, 14, 5, 6	A	
Gains experience in corporate communication.					
Gains experience in official communication.					
<b>Teaching Methods</b>	12: Problem Solving Method, 14: Self Study Method, 5: Cooperative Learning, 6: Experiential Learning				
<b>Assessment Methods</b>	A: Traditional Written Exam				
<b>Lecture Schedule</b>					
<b>Sequence</b>	<b>Topics</b>	<b>Preliminary Preparation</b>			
1	Orientation for Internship				
2	Internship				
3	Internship				
4	Internship				
5	Internship				
6	Internship				
7	Internship				
8	Internship				
9	Internship				
10	Internship				
11	Internship				
12	Internship				
13	Internship				
14	Internship				
<b>Evaluation Methods</b>		<b>Weight(%)</b>			
Midterm Exam		40			
General Exam		60			
<b>Resources</b>					