

Vocational School of Social Sciences / Human Resource Management

2024 - 2025 Academic Year

INTERNSHIP I

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
INTERNSHIP I	İK2113962	Fall Semester	0+0	0	5
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Elective				
Course Coordinator	Lect. Ceyda SARI				
Name of Lecturer(s)	Lect. Ceyda SARI				
Assistant(s)					
Aim	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.				
Course Content	This course contains; Orientation for Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Internship, Evaluation.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
Gains experience in official communication.					
Gains experience in corporate communication.					
Will be able to gain new knowledge/skills that are not provided in university education during the internship period.			12, 14, 5, 6	A	
Experiences the communication between different departments of the institution where the internship takes place.					
Experiences in manager-employee relations at the institution where the internship took place.					
Will be able to define the relationships between units in the institution/company where the internship is performed.			12, 14, 5, 6	A	
Works as a team and individually.					
Will be able to produce options, alone or as a team, to solve problems encountered in practice.			12, 14, 5, 6	A	
Prepares a formal presentation on a specific topic.					
Prepares a formal report on a specific topic.					
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	
Gains practice by using various programs at the institution where he/she does his/her internship.					
Transforms theoretical university education into practical applications					
Uses the information learned during vocational school education in practice.					
Will be able to evaluate the practical reflections of the theoretical knowledge acquired during university education.			12, 14, 5, 6	A	
Teaching Methods	12: Problem Solving Method, 14: Self Study Method, 5: Cooperative Learning, 6: Experiential Learning				
Assessment Methods	A: Traditional Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
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	Evaluation				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources	