



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Internship							
Course Code		BYA200		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	8	Workload	200 (<i>Hours</i>)	Theory	0	Practice	2	Laboratory	0
Objectives of the Course		Provide students with the theoretical knowledge they have received at school and their applications in the sector.							
Course Content		30 working days practice in the sector.							
Work Placement		30 working days							
Planned Learning Activities and Teaching Methods				Individual Study					
Name of Lecturer(s)		Ins. Cemal KOYUNCU							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Board Examination	1	100

Recommended or Required Reading

1	Mesleki Eğitim Merkezi
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Week	Weekly Detailed Course Contents	
1	Theoretical	
	Practice	Industry Experience
2	Practice	Industry Experience
3	Practice	Industry Experience
4	Practice	Industry Experience
5	Practice	Industry Experience
6	Practice	Industry Experience
7	Practice	Industry Experience
8	Practice	Industry Experience
9	Practice	Industry Experience
10	Practice	Industry Experience
11	Practice	Industry Experience
12	Practice	Industry Experience
13	Practice	Industry Experience
14	Practice	Industry Experience

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Project	20	0	10	200
Total Workload (Hours)				200
[Total Workload (Hours) / 25*] = ECTS				8

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Students will be able to apply theoretical and practical training in the sector.
2	Apply the rules of protocol and social behavior in the education process.
3	Public or private sector is experienced with all the details.
4	They experiences the theoretical learning such as administrative assistant and meeting management.
5	Gain experience by applying professional correspondence processes in the field which is one of the most important parts of the learning stages.



Programme Outcomes (Office Management and Executive Assistantship)

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of entrepreneurship.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P5		4			
P6	5				
P15			4	4	4

