AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Internship						
Course Code	BYY200		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	6	Workload	150 *(Hours)*	Theory	0	Practice	2	Laboratory	0
Objectives of the Course	To provide the students with the knowledge and skills about their programs and to be able to recognize scientific technological developments.						
Course Content	30 working days practice in the workplaces.						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods			Individual Study				
Name of Lecturer(s)	Ins. Gültekin BAYSAL						

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Practice	1	100

Recommended or Required Reading

1	Lecture Notes

Week	Weekly Detailed Course Contents	
1	Practice	Practicing
2	Practice	Practicing
3	Practice	Practicing
4	Practice	Practicing
5	Practice	Practicing
6	Practice	Practicing
7	Practice	Practicing
8	Practice	Practicing
9	Practice	Practicing
10	Practice	Practicing
11	Practice	Practicing
12	Practice	Practicing
13	Practice	Practicing
14	Practice	Practicing

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Individual Work	25	0	6	150
			Total Workload (Hours)	150
			[Total Workload (Hours) / 25*] = **ECTS**	6

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Students will gain experience in the field of students.
2	Students will gain experience in the field of students.
3	Students will gain experience in the field of students.
4	Students will gain experience in the field of students.
5	Students will gain experience in the field of students.

Programme Outcomes *(Office Mangement and Executive Assistantship)*

1	Use of information and communication technology tools and other professional tools ability.

2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisiplener team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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

	L1	L2	L3	L4	L5
P1	5	5	5	5	5
P2	5	5	5	5	5
P4	5	5	5	5	5
P5	5	5	5	5	5
P6	5	5	5	5	5
P7	5	5	5	5	5
P8	5	5	5	5	5
P9	5	5	5	5	5
P10	5	5	5	5	5