



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Internship							
Course Code		BAS206		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	6	Workload	149 (Hours)	Theory	0	Practice	2	Laboratory	0
Objectives of the Course		This course aims to provide information to students about internships and prepare to students to take part all process in the internship.							
Course Content		Professional ethics, mission and responsibility. Evaluation of internship institutions and firms. Determination of the workplace internship program. Business discipline, teamwork and human relations. Quality and standardization in firms.							
Work Placement		Summer Practice							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study					
Name of Lecturer(s)		Ins. Yakup KARACA							

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Final Rate	1	110

### Recommended or Required Reading

1	Library resources
2	Internet resources and corporate documents

Week	Weekly Detailed Course Contents	
1	Practice	Determination of the appropriate internship placement
2	Practice	Determination of the appropriate internship placement
3	Practice	To understand of internship applications and to define of required documents
4	Practice	Preparing intership plan
5	Practice	Evaluation of employee relations
6	Practice	To understand of roles and responsibility
7	Practice	To understand of teamwork
8	Practice	İşyerindeki işletim aşamalarının değerlendirmeimesi
9	Practice	İşyerindeki işletim aşamalarının değerlendirmeimesi
10	Practice	To understand of placement of business, by-products and flow diagram
11	Practice	To understand of quality and standardization in the firm
12	Practice	To understand of quality and standardization in the firm
13	Practice	Relationships with cause-result
14	Practice	Preparation of internship book
15	Practice	Preparation of internship book
16	Practice	Creating of intership report

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Practice	14	0	2	28
Studio Work	30	0	4	120
Board Examination	1	0	1	1
Total Workload (Hours)				149
[Total Workload (Hours) / 25*] = ECTS				6

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Have information about internship places.
2	Comprehend the issues of professional ethics, consciousness of duty and responsibility and human relations.



3	Creates internship plan.
4	Knows the quality systems applied in enterprises.
5	Knows to write internship book and report preparation.

#### Programme Outcomes (Banking and Insurance)

1	Having adequate infrastructure in the fields of economics, law, accounting, basic management, management and field; to use theoretical and practical knowledge in these areas.
2	To acquire the ability to use computer software and hardware at the basic level required by the field
3	To be able to interpret and evaluate data, to be able to identify and analyze problems using basic knowledge and skills acquired in the field
4	To have a consciousness of historical values, social responsibility, universal, social and professional ethics
5	To be able to identify and effectively use the modern techniques, tools and information technologies required for applications related to the field.
6	Having the ability to plan and project using the professional environment and tools related to the field
7	Be equipped with the ability to produce solutions, take responsibility in teams or in individual work

#### 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	3	3			
P3		5			
P4	3	3			
P6	5	4	4	4	4
P7			5		5

