

Attributes	Faculty of Business	Faculty of Engineering	Faculty of Architecture and Design	Faculty of Law	Faculty of Social Science	Faculty of Aviation and Aeronautical Sciences	School of Applied Sciences
Pre-requisites	SEC 101 Introduction to University						
	SEC 201 Introduction to Sectors SEC 202 Skills Management						
ECTS	4	2	8	2	2	4	4
Duration (Business days)	60	60	70	40	40	30	150
Codes/Courses of Internship	BUS 311 BUS 312 BUS 313	ME/CE/EE/IE/CS 300 ME/CE/EE/IE/CS 400	ARCH/COD/INAR 200/IDE 100 ARCH/COD/INAR 300/IDE 200 ARCH/COD/INAR 400/IDE 300	HUK 300 HUK 300-11 HUK 300-12	IR 390 IR 391 IR 392	AVM 300	HMAN/GARM 200 HMAN/GARM 300
Course Grade	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
Objective	Requires students to complete three four-week internships in an organization (for profit or not-for-profit). During these internship, students learn about work in a specific organization, a specific sector and a specific department by observing practical work situations.	Example from Mechanical Engineering: Students are expected to practice manufacturing processes that are utilized in the factory, and experience the engineering critical-thinking processes first hand.	Example from INAR 300: The primary purpose of Office Internships is to offer students the opportunity to put the skills and experience they have gained during their architectural design classes into practice.	HUK 300 is the mandatory practice program of the law faculty. Its aim is to enable students to transfer their theoretical knowledge into practice.	The main purpose of internships is to raise their awareness of, make observations in, and put their theoretical knowledge into practice within a specified field of research or practice in international relations.	The aim of internship is to familiarize students with the management and operations of aviation industry by gaining experience while working in aviation companies such as airlines, ground handling companies, terminal and airport operators and government institutions.	Example from GARM 300: To improve industry experience of students with focus on managerial perspective working
Learning Objectives	<ul style="list-style-type: none"> <li>* List the courses and topics from his/her studies that were useful in his/her internship</li> <li>* Give specific examples of tasks in his/her internship and relate them to specific topics in his/her courses. (3 to 5 examples)</li> <li>* State his/her major learning point from applying his/her academic knowledge to practice</li> <li>* Explain how the internship was useful in shaping his/her future careerIdentify a (small-scale) organizational problem; this should be a problem in the area of his/her specialization</li> <li>*Explain how his/her skills and concepts from the courses can be used to solve that problem.</li> </ul>	<ul style="list-style-type: none"> <li>* Gain practical knowledge on manufacturing techniques, utilize information technologies and develop ability to estimate the cost of manufactured parts</li> <li>* Write an internship report covering the work done during the internship and the description of the sector (its activities and structure), that the practice is done..</li> <li>* Act with professional responsibility in compliance with the codes of professional ethics and the work place safety rules</li> </ul>	<ul style="list-style-type: none"> <li>*Develop professional and technical skills</li> <li>* Work with a licenced practitioners and staff, and begin to develop a professional network.</li> <li>* cooperate, solve problems and work in teams</li> <li>* perform tasks in a professional office</li> </ul>	<ul style="list-style-type: none"> <li>* List the courses and topics from his/her studies that were useful in his/her internship</li> <li>* Give specific examples of tasks in his/her internship and relate them to specific topics in his/her courses. (3 to 5 examples)</li> <li>* State his/her major learning point from applying his/her academic knowledge to practice</li> <li>* Explain how the internship was useful in shaping his/her future careerIdentify a (small-scale) organizational problem; this should be a problem in the area of his/her specialization</li> </ul>	<ul style="list-style-type: none"> <li>* List the topics from his/her studies that were useful in his/her internship.</li> <li>* Give specific examples of tasks in his/her internship and relate them to specific topics in his/her courses.</li> <li>* State his/her major learning point from applying his/her academic knowledge to practice.</li> <li>* Apply theoretical and empirical knowledge that they gained in academic life to internship experiences.</li> <li>* Explain how the internship was useful in shaping his/her future career.</li> </ul>	<ul style="list-style-type: none"> <li>* Describe how theories relate to practical applications, *Demonstrate competence when working with superiors and colleagues,</li> <li>* Perform specific tasks given,</li> <li>* Gain industry experience in management and operations of airlines, airports and other aviation organizations.</li> </ul>	<ul style="list-style-type: none"> <li>* Describe how managerial theories are reflected in real-life situations</li> <li>* Identify and analyze managerial approaches of the superiors in guiding their employees</li> <li>* Accomplish specific tasks assigned to them through their immediate supervisors/managers</li> <li>* Recognize the different expectations of guests and supervisors/managers</li> <li>* Find and propose potential solutions to various managerial problems experienced with guests, staff and purveyors</li> <li>* Compile, classify, interpret quantitative data and report findings</li> <li>* Apply persuasive communication skills when dealing with people within the work environment including guests</li> </ul>
Assesment Methods	Intern Evaluation Form Internship Report	Intern Evaluation Form Internship Report	Intern Evaluation Form Intern Diary Internship Report	Intern Evaluation Form Intern Diary Internship Report	Intern Evaluation Form Intern Diary Internship Report	Intern Evaluation Form Intern Diary Internship Report	Intern Evaluation Form Intern Diary Internship Report
Required Documents	<a href="https://www.ozyegin.edu.tr/en/faculty-business/students">https://www.ozyegin.edu.tr/en/faculty-business/students</a>	<a href="https://www.ozyegin.edu.tr/en/faculty-engineering/students">https://www.ozyegin.edu.tr/en/faculty-engineering/students</a>	<a href="https://www.ozyegin.edu.tr/en/architecture/undergraduate-barch/internship">https://www.ozyegin.edu.tr/en/architecture/undergraduate-barch/internship</a>	<a href="https://cs.ozyegin.edu.tr/imgken/Files/ogrencihizmetleri/yonetmelikler/HukukFakultesi-Staj-Sertifika-Uygulama-Esaslari-en.pdf">https://cs.ozyegin.edu.tr/imgken/Files/ogrencihizmetleri/yonetmelikler/HukukFakultesi-Staj-Sertifika-Uygulama-Esaslari-en.pdf</a>	<a href="https://www.ozyegin.edu.tr/en/international-relations/undergraduate-bachelor-program/mandatory-internship">https://www.ozyegin.edu.tr/en/international-relations/undergraduate-bachelor-program/mandatory-internship</a>	<a href="https://www.ozyegin.edu.tr/en/aviation-management-program/internship">https://www.ozyegin.edu.tr/en/aviation-management-program/internship</a>	<a href="https://www.ozyegin.edu.tr/en/undergraduate-gastronomy-and-culinary-arts-program/students/internships">https://www.ozyegin.edu.tr/en/undergraduate-gastronomy-and-culinary-arts-program/students/internships</a>
Course Description Form Link	<a href="https://www.ozyegin.edu.tr/en/ects-course-catalog-courses-offered/ects-course-catalog">https://www.ozyegin.edu.tr/en/ects-course-catalog-courses-offered/ects-course-catalog</a>						
Notes	<ul style="list-style-type: none"> <li>*All programs contain a mandatory internship for all students during the summer (May–August) after 2nd and 3rd year.</li> <li>*Internship work terms, credits and duration slightly differs in each academic program. Please refer your program web pages.</li> <li>*The University covers the "Occupational Accidents and Diseases" and "Health Insurance" premiums during the internships.</li> </ul>						