



Course Syllabus
SAS 400 Advanced Internship

COURSE	
School	School of Applied Sciences
Department	Hotel Management – Gastronomy and Culinary Arts
ECTS Credits	10
Course Schedule	Occasional meetings
Course Location	TBD
Pre-requisite & requirements	SAS 300
Co-requisite & requirements	SAS 402

INSTRUCTOR	
Name	H. Kader Şanlıöz-Özgen
E-mail	kader.sanlioz@ozyegin.edu.tr
Phone Number	0216 564 95 89 (out of office at the distance education period; accessible by e-mail)
Office Number	AB3 437 (out of office at the distance education period; accessible by e-mail)
Office Hours	
Research/Teaching Assistants	Ece Cankat – İtir Doğançün – Kerem İlaslan

ACCEPTANCE OF SYLLABUS TERMS
Your enrollment in the course symbolizes your acceptance of the terms set forth in this syllabus. Circumstances may arise during the course that prevents the instructor from fulfilling each and every component of this syllabus. Therefore, your instructor reserves the right to amend the syllabus throughout the semester. Students will be notified prior to any changes.

ACADEMIC HONESTY
Students are assumed to abide by academic honesty. Actions against academic honesty include, but is not limited to cheating, attempting to cheat, plagiarizing, fabricating information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting the work of another person, or tampering with the academic work of other students. Any form of action against academic honesty is a serious academic violation and will result in a disciplinary action and may result in student getting a zero (0) grade in the related assessment and failing the course.

MISSION STATEMENTS	
Mission of the Özyeğin University	Özyeğin University's mission is to create, share, and apply knowledge in the service of society. Our applied research agenda creates useful knowledge. We share our knowledge through our educational programs which transform the lives of our students. Application of this knowledge generates economic benefits to the society through start-up and spin-out companies, and through improved efficiency and productivity for existing companies.
Mission of the School of Applied Sciences	The School of Applied Sciences' mission is to cultivate efficient and internationally recognized hotel and/or culinary arts professionals who can establish their own businesses upon graduation or build their careers up to executive management positions with international hotel and/or restaurant chains.

COURSE ORGANIZATION	
Course Description	You can use " ECTS Course Catalog " page to view the course description, learning outcomes, prerequisite information, etc. in detail.
Course Delivery Methods	Face-to-Face: Students are physically required at the workplace to complete a mandatory internship of minimum 100 workdays including rotational and managerial works. On-the-job training is the main knowledge delivery method in the workplace.
Course Interaction Methods	Student will send observation reports. Occasional online meetings to organize based on the content of those reports.
Technology Used by the Instructor	LMS, Zoom

COURSE LEARNING OUTCOMES		HMAN PO
1	Evaluate managerial theories in accordance with the real-life situations	1
2	Analyze organizational and departmental KPIs	10
3	Develop new skills and knowledge to improve decision making and problem solving competence for real-life managerial issues	3
4	Develop professional network for improving future career	6
5	Formulate a holistic viewpoint of the establishment as an employee	2

COURSE MATERIALS	
Required Books	
Recommended Books	
Other Materials	On-the-job training materials
Accessing Course Materials	

WEEKLY SUBJECTS (TENTATIVE)		
Week	Date	Subject
Students' schedules are prepared on individual basis with a rotational period in relevant departments and longer period in the specialty department. Manager shadowing included. Duration is 18 weeks for 6-days or 20 weeks 5-days weekly working types.		

ASSESSMENT METHODS, WEIGHTS AND RULES				
Type	Weight	Assessment Method	Implementation Rule	Makeup Rule
Observation reports of rotational period (3x) 2 nd , 4 th , and 6 th weeks	45%	Course instructor	Text content in terms of tasks accomplished and responsibilities undertaken	-
Evaluation forms of rotational period (3x) 2 nd , 4 th , and 6 th weeks	15%	Department head in the workplace	Evaluation forms available	-
Observation reports of specialization period (3x) 10 th , 14 th , and 18 th weeks	30%	Course instructor	Text content in terms of tasks accomplished and responsibilities undertaken	-

Evaluation form of specialization period (3x) 10 th , 14 th , and 18 th weeks	10%	Department head in the workplace	Evaluation forms available	-
Total	100%			

DETERMINING LETTER GRADE			
	Letter Grade	Weighted Points	Range of Points
	A	4.00	100,00 – 96,00
	A -	3.70	95,99 – 91,00
	B +	3.30	90,99 – 87,00
	B	3.00	86,99 – 83,00
	B -	2.70	82,99 – 78,00
	C +	2.30	77,99 – 74,00
	C	2.00	73,99 – 70,00
	C -	1.70	69,99 – 65,00
	D +	1.30	64,99 – 60,00
	D	1.00	59,99 – 55,00
	F	0.00	54,99 – 0,00

EXPECTED STUDENT SEMESTER WORKLOAD	
Activities Carried Out in The Presence of An Instructor	Total Hours in Semester
Lecture (Including Discussion Sessions)	
Recitation/Practice	
Laboratory/Studio/Kitchen/Flight	
Field Work	800 hours of internship (work experience for minimum 100 work days/18-20 weeks based on the conditions accepted and applied by the workplace)
Activities Carried Out by The Learner Him/Herself	Total Hours in Semester
Working on Assignments	
Pre-class Learning of Course Material	
Review of Course Material for Exam Preparation	
Other	
Overall Total Hours in Semester	250

OTHER RULES AND INFORMATION	
Health and Safety	Announced safety procedures must be strictly followed during any laboratory and similar work. Please refer to the safety guidelines posted in the laboratories. In case of emergencies, call 9911 (216 564 9911).
Accessibility	Reasonable accommodations will be provided for students with verifiable disabilities. Please inform your instructor if you need any assistance.
Academic and Technical Support	Students can get help from the Writing Center , Solution Center , Library and MyOzU in case they need academic and/or technical support with their classes.
Objections to Examination Results	Students who object to their exam results and cannot resolve their objections with the instructor of the course, may file a written petition for a review of their exam papers at their Dean's/Director's Office within five business days from the announcement of their exam results.
Unauthorized Recording/Sharing of Lectures	Recording/sharing of synchronous/asynchronous lectures or copying of lecture recordings are prohibited without the permission of the instructor. Actions such as unauthorized recording, giving the recording to someone else, taking it, using it or sharing it in physical or virtual media are prohibited and/or are offenses according to the relevant legislation. In such cases, legal procedures will be initiated in addition to starting disciplinary actions against those involved.

Flexibility	Circumstances may arise during the course that prevents the instructor from fulfilling each and every component of this syllabus; therefore, the syllabus is subject to change. Students will be notified prior to any changes.
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