

	Course Syllabus SAS 300 Internship II
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COURSE	
School	School of Applied Sciences
Department	Hotel Management - Gastronomy and Culinary Arts
ECTS Credits	4
Course Schedule	Occasional meetings
Course Location	Approved workplace
Pre-requisite & requirements	SAS 200 Having completed 120 ECTS
Co-requisite & requirements	-

INSTRUCTOR	
Name	TBA by the assigned internship advisor
E-mail	TBA by the assigned internship advisor
Phone Number	TBA by the assigned internship advisor
Office Number	TBA by the assigned internship advisor
Office Hours	TBA by the assigned internship advisor
Research/Teaching Assistants	TBA by the assigned internship advisor

COURSE ORGANIZATION	
Interaction Methods	Meetings and email correspondences with the internship advisor
Technology Used by the Instructor	LMS, SIS
Technology Requirements for Students	Technological solutions applicable in the workplace LMS

MISSION STATEMENTS	
Mission of the Özyeğin University	Özyeğin University's mission is to serve society as an entrepreneurial research university by creating, sharing, and applying solution-oriented, high value-added knowledge.
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.
Mission of the Hotel Management Program	The mission of the Hotel Management B.Sc. degree program is to educate future hospitality leaders as managerial candidates and entrepreneurs who will create added value for all stakeholders in the service industry, especially in hotel management, food and beverage businesses and tourism, who are passionate, open to progress and who will set an example with their professional attitudes and behaviors, producing knowledge through innovative and problem solving skills, and sharing it effectively with the public through training and other channels.
Mission of the Gastronomy and Culinary Arts Program	The mission of the Gastronomy and Culinary Arts B.Sc. degree program is to educate future leaders and entrepreneurs, who will create added value for all stakeholders in food and beverage industry, especially in gastronomy and culinary arts, who are passionate, open to progress and who will set an example with their professional attitudes and behaviors, producing knowledge and sharing it effectively with the public through training and other channels.

LEARNING OUTCOMES			
HMAN Program Learning Outcomes (H-PLO)	HMAN Program Learning Outcomes		
	PLO 1: Identify and apply the knowledge and skills necessary for hospitality and tourism operations PLO 2: Develop and integrate a core set of business skills necessary to successfully operate a hospitality and tourism organization PLO 3: Demonstrate competence in the communication skills necessary for hospitality and tourism management PLO 4: Formulate business decisions in hospitality and tourism management PLO 5: Evaluate leadership principles necessary in the diverse and global hospitality and tourism industry PLO 6: Evaluate the role of fine arts, creativity and design in hospitality facilities and operations PLO 7: Integrate sustainability business principles in the hotel hospitality industry developments and operations PLO 8: Develop an innovation-oriented entrepreneurial spirit focused on the hospitality industry.		
GARM Program Learning Outcomes (G-PLO)	GARM Program Learning Outcomes		
	PLO 1: Identify and apply the knowledge and skills necessary for culinary arts and food and beverage management PLO 2: Develop and integrate a core set of business skills necessary to successfully operate a food and beverage establishments PLO 3: Demonstrate competence in the communication skills necessary for food and beverage management PLO 4: Formulate business decisions in gastronomy and food and beverage management PLO 5: Evaluate leadership principles necessary in the diverse and global gastronomy industry PLO 6: Evaluate the role of culture, fine arts and creativity in gastronomy and food and beverage industry PLO 7: Integrate the knowledge of food science, food safety and hygiene, nutrition and sustainability in culinary arts and food and beverage management operations PLO 8: Develop an innovation-oriented entrepreneurial spirit focused on gastronomy and food and beverage management PLO 9: Identify and apply knowledge and skills necessary for gastronomy and culinary arts		
Course Learning Outcomes (CLO)		G-PLO	H-PLO
	1. Apply managerial theories and concepts to real life problems		1.5
	2. Analyze managerial approaches of the superiors in guiding their employees		4.1
	3. Execute specific tasks assigned by immediate supervisors/managers		1.5
	4. Analyze different expectations of guests and supervisors/managers		4.1
	5. Propose solutions to various managerial problems experienced with guests, staff, and purveyors		4.3
	6. Act professionally in the workplace by complying with the company's rules and regulations		1.5
	7. Apply persuasive communication skills when dealing with people within the work environment including guests		3.3
	8. Present a report on identified problems and proposed solutions in the workplace		3.2
	9. Appraise the overall functions of hospitality and tourism industries		1.8
	10. Appraise the leadership skills in operational and administrative departments		5.1

COURSE MATERIALS		
Required Books	-	
Recommended Books	On-the-job training materials of the internship institution	
Other Materials	-	
Accessing Course Materials	-	
WEEKLY SUBJECTS (TENTATIVE)		
Week	Subject	P L O
1	Field experience	1.5, 1.8, 2.11, 2.3, 5.3
2	Field experience and interim report	1.5, 1.8, 2.11, 3.1, 3.3, 4.3, 5.1, 5.3
3	Field experience	1.5, 1.8, 2.11, 5.1, 5.3
4	Field experience and interim report	1.5, 1.8, 2.11, 3.1, 3.3, 4.3, 5.1, 5.3
5	Field experience	1.5, 1.8, 2.11, 5.1, 5.3
6	Field experience and interim report	1.5, 1.8, 2.11, 3.1, 3.3, 4.3, 5.1, 5.3
7	Field experience	1.5, 1.8, 2.11, 5.1, 5.3
8	Field experience and interim report	1.5, 1.8, 2.11, 3.1, 3.3, 4.3, 5.1, 5.3
9	Field experience	1.5, 1.8, 2.11, 5.1, 5.3
10	Field experience and interim report	1.5, 1.8, 2.11, 3.1, 3.3, 4.3, 5.1, 5.3
11	Final report submission – presentation	1.5, 1.8, 2.11, 3.1, 3.2, 4.1, 4.3, 5.1, 5.3

This weekly schedule is prepared for an internship of 60 workdays (six days a week; 10 weeks in total). Five bi-weekly interim reports are required. If students work five days in a week, then their delivery schedule will be adjusted for 12 weeks to submit the interim reports during the internship.

ASSESSMENT METHODS, WEIGHTS AND RULES			
Type	Weight	Implementation Rule	Makeup Rule
Presentation	35%	Evaluation rubric available To the course instructor CLO 8 – PLO 3.2	N/A
Interim Reports (5x)	15%	Students will submit their report in the template form Each report 3% CLO 1 – PLO 1.5; CLO 7 – PLO 3.3	N/A
Final Report	35%	Students will submit their report in the template form Evaluation rubric available To the course instructor CLO 2 – PLO 4.1; CLO 3 – PLO 1.5, CLO 4 – PLO 4.1; CLO 5 – PLO 4.3, CLO 9 – PLO 1.8; CLO 10 – PLO 5.1	N/A
Intern Evaluation Form	15%	Evaluation form available To be filled and signed by the manager in the workplace CLO 6 – PLO 1.5	
Total	100%		

DETERMINING LETTER GRADE		
The below mentioned catalogue method will be used to determine the letter grades.		
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
A minimum required points to pass the course is 55/100.		

EXPECTED STUDENT SEMESTER WORKLOAD	
Activities Carried Out in The Presence of An Instructor	Total Hours in Semester
Lecture (Including Discussion Sessions)	10
Recitation/Practice	-
Laboratory/Studio/Kitchen/Flight	-
Field Work	480 hours of internship (Work experience for minimum 60 workdays 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	10
Pre-class Learning of Course Material	-
Review of Course Material for Exam Preparation	-
Other	-
Overall Total Hours in Semester	500

OTHER RULES AND INFORMATION	
Health	The mode of instruction is subject to change in case of pandemic or other similar unavoidable reasons in line with the directives of the authorized public bodies. In such a case, the necessary revisions will be binding for all members of the OzU community, and will be announced by the relevant units, in particular Student Services.
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 and IT 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 their exam results.
Academic Integrity and Honor Code	Students are assumed to abide by scholastic honesty and uphold the Honor Code. Scholastic dishonesty includes, 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 scholastic dishonesty is a serious academic violation and will result in a disciplinary action and also may result in student getting a 0 grade in the related assessment.
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.