

**AGU Faculty of Managerial Sciences**  
**Department of Management**  
**INTERNSHIP**  
**BA499**

**INSTRUCTOR(S)/TA(s) RECORD**

Name	Harika Süklün
Email	harika.suklun@agu.edu.tr
TA(s) name	
Email	
Office Hours	In response to the developing situation with covid-19, Office Hours for fall will take place online only via zoom. Please contact me via email to arrange one

**COURSE RECORD**

Code	BA499
Name	Summer Internship
Hour per week	8
Credit	3
ECTS	7
Level/Year	Undergraduate
Semester	All Semester
Type	Compulsory
Classroom	
Prerequisites	The student should have successfully earned at least 150 ECTS credits in the Business Administration
Special Conditions	You should have 1. A stable computer
Webpage	For this course CANVAS Course Website will be used. You will access the course syllabus. You are responsible to check Canvas on a regular basis.
Content	Will be based on the workloads that assigned by the organization.
Objectives	This course aims to <ul style="list-style-type: none"><li>• Learning and choosing business areas that are compatible with learner's skills and interests,</li><li>• Seizing the opportunity to observe the real life applications of the discipline of Business Administration and applying other related disciplines that they have been learned during the coursework as well.</li></ul>
Learning Outcomes	By the end of the semester the students will be able to <ul style="list-style-type: none"><li>• Learning to apply the theoretical knowledge to real life problems that might be faced in business environment,</li><li>• Learning to develop necessary skills and knowledge both personally and related to the professional areas,</li><li>• Learning to observe the dynamics in the business area,</li><li>• Learning to create and increase possibilities of employment in the future,</li><li>• Learning to prepare for working and business life,</li><li>• Learning application areas of practical knowledge that are not explicitly taught in the curriculum,</li><li>• Learning to acquire knowledge and experience pertaining to working environments of graduates of Business Administration,</li><li>• Learning to gain skills and experience of working in project groups, and inside a management hierarchy in business life,</li><li>• Learning to gain experiences of leadership, management and task planning.,</li><li>• Learning to write an activity report.</li></ul>

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Teaching Methodology	In response to the developing situation with covid-19, our course will be offered in an online format. For asynchronous sessions CANVAS and for synchronous sessions Zoom will be used. We will be using various tools for active learning to take place. This is also a student-driven course. You are expected to participate actively in class discussions.
Textbook	None

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**COURSE POLICIES**

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Late Submissions	All of the assignments are due at the scheduled dates and times. Please mark your calendar for all due dates (especially project timeline) and follow the announcements about the assignments. <b>Late assignments receive zero points.</b>
Communication	Please check your AGU e-mail for the announcements. All of the messages and announcements will be sent via CANVAS to your AGU e-mail addresses. Therefore, it is the responsibility of every student to read his/her official university email address and check the CANVAS regularly. When contacting the instructor, please use your AGU account and include in the subject line the course code AGU 499. If this information is not included, your email may not be answered.
Attendance Policy	Students are expected to attend all asynchronous / synchronous times. Student absences in excess of 3 weeks (4 or more) of synchronous times will result in automatic <u>failure</u> in the course. It is your responsibility to come to class <b>on time</b> . Students with medical reports, you need to submit the paperwork to your deanship of faculty in 5 days following the last day of the sick leave. (refer to: Section 27 at <a href="https://goo.gl/HbPM2y">https://goo.gl/HbPM2y</a> ). Absence due to medical reasons cannot exceed 2 weeks. <b>It is the responsibility of each student to keep track of how you are doing on class participation by checking with the instructor several times during the semester.</b> For a detailed description of AGU attendance policy, please refer to the website at <a href="https://goo.gl/HbPM2y">https://goo.gl/HbPM2y</a> section 25.
Academic Integrity	Students are obliged to refrain from acts that they know or, under the circumstances, have reason to believe, will impair the integrity of the university or others. Violations of academic integrity include, but are not limited to, cheating, plagiarism, unauthorized multiple submissions or copying and using somebody else's paper/assignment. Any of these violations will be investigated by the discipline committee and may cause expulsion of the student from the University.
Ethical Rules	<ul style="list-style-type: none"><li>• English should be used at all times to communicate with one another during the a / synchronous hours.</li><li>• Please, respect the allotted times provided for breaks.</li><li>• Distractive tools such as cell phones must be turned off and put away during the synchronous hours.</li><li>• In synchronous hours, computers should not be used to surf on the web or conducting personal business.</li><li>• Personal business should be done outside of the synchronous hours on your own time, where it does not interfere with the learning environment of your fellow students.</li><li>• Please be prepared, having read, written, watched and studied the assigned lessons, articles, passages, or videos before the course sessions.</li><li>• Please be ready to submit assignments on time</li><li>• And most importantly please prepare to work cooperatively with other students.</li></ul>

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*For the AGU Make-up policy, please refer to the website <https://goo.gl/HbPM2y> section 26.*

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Cheating & Plagiarism	<p>You are responsible for knowing the University policies on cheating and plagiarism. Not giving credit to a person for their intellectual work and passing it off as your own is stealing. Specifically:</p> <ul style="list-style-type: none"> <li>• Copying or allowing someone to copy your work on an exam, homework, or in class assignment is cheating.</li> <li>• Cutting and pasting material from the web or any other electronic source is plagiarism.</li> <li>• Copying and turning in the same assignment as someone else, from this class or from another class, is cheating. Unless explicitly told otherwise, you can discuss and problem- solve on homework together but the final product has to be your own – not just your own handwriting but your own way of explaining and organizing your ideas.</li> <li>• Making superficial changes (minor additions, deletions, word changes, tense changes, etc) to material obtained from another person, the web, a book, magazine, song, etc. and not citing the work, is plagiarism. The idea is the intellectual property, not the specific format in which it appears (e.g., you wouldn't reword Einstein's theory of relativity and imply that relativity was your own idea, would you?)</li> <li>• If you find material and it is exactly what you are trying to say, or you want to discuss someone's idea, give the person credit and cite it appropriately. Don't overuse citations and quotes: instructors want to know how you think and reason, not how someone else does.</li> <li>• If you have any questions or concerns about whether your behavior could be interpreted as plagiarism, please ask the assistants or instructors before you submit the work.</li> </ul>
<i>For a detailed description of AGU policies, please refer to the website at <a href="https://goo.gl/FjLhzH">https://goo.gl/FjLhzH</a></i>	
Grading	<ul style="list-style-type: none"> <li>• Project Proposal 15%</li> <li>• Interim Report 20%</li> <li>• Final Report 30%</li> <li>• Final Exam 35%</li> </ul>
Flexibility	<p>A tentative schedule for the entire semester is included in this syllabus. Although much thought and planning were put into the course schedule included in the syllabus, the schedule is tentative and subject to change as necessary to adapt to the specific needs of the class. Occasional departures from the schedule, such as additional readings, assignments, and activities, may be announced in class or via canvas during the semester. Therefore, it is each student's responsibility to be in class, on time, and paying attention in order to keep up-to-date with whatever changes are made in the schedule.</p>
Feedback	<p>Your comments and suggestions are very important and will be taken into consideration during the course. Please do not hesitate to provide feedback about the course. You can give your feedback during the class, at office hours, or through e-mail. In addition, with the assistance of Teaching and Learning Center we will run mid-term and end of term feedbacks.</p>

**LEARNING ACTIVITIES**

Activities	Number	Weight (%)
Project Proposal	1	15%
Interim Report	1	20%
Final Report	1	30%
Presentation	1	35%
	TOTAL	100%

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**ASSESSMENT**

<b>Evaluation Criteria</b>	<b>Weight (%)</b>
Project Proposal	15%
Interim Report	20%
Final Report	30%
Presentation	35%
<b>Total</b>	<b>100%</b>

For a detailed description of grading policy and scale, please refer to the website <https://goo.gl/HbPM2y> section 28.

**COURSE LOAD**

<b>Activity</b>	<b>Duration (hour)</b>	<b>Quantity</b>	<b>Work Load (hour)</b>
Course Length minimum 20 work days	8	20	160
Out-of-class Study Time (Pre-study, practice)	2.5	20	45
Internet search, library work, literature search			
Final Report/Presentation	5	1	5
		<b>General Sum</b>	<b>210</b>
	<b>Activity</b>	<b>Duration (hour)</b>	<b>Quantity</b>
			<b>Work Load (hour)</b>

**ECTS: 5** (Workload/25-30) As an example the workload is 93hr. Top /25-30

**CONTRIBUTION TO PROGRAMME OUTCOMES\***

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
LO1	5	1	1	1	5	5	3	3	5	0
LO2	5	1	1	1	5	5	3	3	5	0
LO3	3	1	1	1	5	5	3	3	5	0
LO4	5	1	1	1	5	5	3	3	5	0
LO5	5	1	1	1	5	5	3	3	5	0
LO6	5	1	1	1	5	5	3	3	5	0

\* Contribution Level: 0: None, 1: Very Low, 2: Low, 3: Medium, 4: High, 5: Very High

**WEEKLY SCHEDULE**

<b>W</b>	<b>DATES</b>	<b>Topic</b>
1	Feb. 22 – Oct. 26	TBD
2	Mar. 1 – Mar. 5	TBD
3	Mar. 8 – Mar. 12	TBD
4	Mar. 15 – Mar. 19	TBD
5	Mar. 22 – Mar. 26	TBD
6	Mar. 29 – Apr. 2	TBD

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7	Apr. 5 – Apr. 9	TBD
8	Apr. 12 – Apr. 16	Spring Break
9	Apr. 19 – Apr.23	TBD
10	Apr. 26 – Apr. 30	TBD
11	May 3 – May 7	TBD
12	May 10 – May 14	TBD
13	May 17 – May 21	TBD
14	May 24 – May 28	TBD
15	May 31- Jun 4	TBD
	<b>FINAL EXAM</b>	<b>Presentation</b>

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