

BA 400 – Summer Practice

Credit	: (1+0+0) 1 TEDU Credit, 3.0 ECTS Credits
Instructor	: Burze Yaşar
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Email	: burze.yasar@tedu.edu.tr
Web Page	: Moodle website
Office Hours	: Tuesday 13:00-15:00 (An email to let me know if you are coming at a particular time is highly recommended)
Assistants	: Tuğba Purtul
TA Office Hours	: To be announced

This syllabus is preliminary in the sense that slight changes of timing or course content may still occur. Advance notice within a reasonable period will be provided of any changes made.

Course description and Learning Objectives

The aim of the internship is to engage students with the real-life applications of their field of study. Upon the completion of the summer internship, in the beginning of the fall semester, students are required to make a presentation and submit a written report

Upon successful completion of the course, students will be able to:

1. Discover the real-life applications of the theoretical knowledge
2. Gain work experience
3. Apply the qualitative and quantitative methods to professional issues
4. Conduct assignments and tasks both individually and in a group setting
5. Discover the working conditions
6. Demonstrate the ability to learn and perform in an organizational setting

Course Materials:

Please check <http://ba.tedu.edu.tr/en/ba/summer-internship> for forms and guidelines. Please pay attention to ‘Internship report and presentation guidelines’.

Written reports must be submitted with Turnitin Reports.

Students should have the Trainee Assessment Form filled out by their supervisor in the institution. The form should be turned in sealed and signed either in person or by mail to the address below:

Internship Coordinator, Department of Business Administration, FEASS, TED University, Ziya Gökalp Caddesi No: 48, Kolej, ANKARA.

Exams and Grading:

Trainee Assessment Form	: 30%
Presentation	: 10%
Report	: 60%

If you have a question about any of your grades please come and talk to me immediately. If you disagree with the grade even after you have discussed it with me, you must submit your question in writing within one week after I return your work. If you appeal, I will re-grade your entire assignment; your grade may increase, decrease, or remain the same.

Academic Integrity:

Academic integrity and professionalism are fundamental values of TED University. Please see http://www.tedu.edu.tr/tr-TR/Content/Ogrenciler/Akademik_Durustluk_Ilkeleri.aspx for TED University's Academic Honor Rules.

Tentative outline:

November 14th: Report Submission
December 1-15: Presentations