



**YAŞAR UNIVERSITY
COURSE SYLLABUS**

Graduate School/Faculty/School	SCHOOL OF APPLIED SCIENCES				
Department/Program	MANAGEMENT INFORMATION SYSTEMS				
Course Title	Course Code	Semester	Course Hour/Week		Yaşar Credit
Vocational Training in Businesses (Co-Op)	MIS 4000	7	Theory	Practice	
					18
Course Type					
1. Compulsory Courses					
2. Program Elective Courses					✓
3. Prerequisites Courses					
4. Course Adaptation					

Language of Instruction	
Level of Course	Associate Degree (Short Cycle) ✓ Undergraduate (First Cycle) Graduate (Second Cycle) Doctoral Course (Third Cycle)
Special Pre-Conditions of the Course (recommended)	To be successful in all the courses in the first 6 semesters.

Course Coordinator	Anas Mauzi Kademi
Course Instructor(s)	Tuncay Ercan
Course Assistant(s)/Tutor (s)	Kaan Özyazıcı
Aim(s) of the Course	The aim of this one semester optional Co-Op programme is to get acquainted with work-life and provide work-life experience, to help students to develop their skills and competencies for the professional life, also to meet some of the learning objectives of the field elective courses planned to be opened during the term.
Learning Outcomes of the Course	1. to demonstrate ability of working in a professional environment 2. to understand and use the economic and social culture of the work environment 3. to demonstrate communication skills and ability 4. to adapt the requirements of the national and global labor market 5. to provide the specified course learning outcomes
Course Content	The course includes all semester period of a student containing the periods of searching for a company, coordination between School Human resources, Department Applied Training Commission and the company, preparation of all documents, placement in the host organization, complete a productive training period, report evaluation/assessment to the department.

COURSE OUTLINE/SCHEDULE (Weekly)			
Week	Topics	Preliminary Preparation	Methodology and Implementation (theory, practice, assignment etc)
1	Student Placement: Preparation of the Training Programme		Regulations and directives
2	Daily Work		Regulations and directives
3	Daily Work		Regulations and directives
4	Daily Work		Regulations and directives
5	Monthly review seminar		Regulations and directives
6	Daily Work		Regulations and directives
7	Daily Work		Regulations and directives
8	Daily Work		Regulations and directives
9	Daily Work		Regulations and directives
10	Monthly review seminar		Regulations and directives
11	Daily Work		Regulations and directives
12	Daily Work		Regulations and directives
13	Daily Work		Regulations and directives
14	Final seminar		Regulations and directives

Required Course Material (s) /Reading(s)/Text Book (s)	All documents are supplied by the organization.
Recommended Course Material (s)/Reading(s)/Other	--The Successful Internship: Personal, Professional, and Civic Development, H. Frederick Sweitzer, Mary A. King * Internship, Practicum, and Field Placement Handbook, Brian N. Baird --Field Electives Lecture Notes

ASSESSMENT		
Semester Activities/ Studies	NUMBER	WEIGHT in %
Mid- Term		
Participation	70	60
Quiz		
Assignment (s)		
Project		
Laboratory		
Field Studies (Technical Visits)		
Presentation/ Seminar	3	30
Practice (Laboratory, Virtual Court, Studio Studies etc.)		
Other (Placement/Internship etc.)	1	10
Final Exam		
TOTAL		100
Contribution of Semester Activities/Studies to the Final Grade		90

Contribution of Final Examination/Final Project/ Dissertation to the Final Grade		10
TOTAL		100

CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME OUTCOMES						
No	Programme Outcomes	Level of Contribution (1- lowest/ 5- highest)				
		1	2	3	4	5
1	To use the information obtained in the fields of Information Technologies and Business Science with suitable tools for decision making.				✓	
2	To identify computer hardware, to distinguish technical specifications of it's parts, to compare, to classify and to make appropriate hardware selection.			✓		
3	To determine information system requirements, to make system analysis and design.			✓		
4	To design a MIS project to solve a social problem and to propose different solution methods.				✓	
5	To design as a MIS specialist in projects, to contribute to the project both as a manager and as an employee and to produce innovative ideas.				✓	
6	To recognize the importance of abstraction and modeling		✓			
7	To use the efficient information system background for being able to follow up most recent developments in the field				✓	
8	To collect data regarding special domain knowledge in other fields and disciplines beyond the computing discipline for the purposes of supporting information systems development in specific domains of application					✓
9	To demonstrate efficient communications in written and oral forms and to work effectively individually and in teams					✓
10	To adopt the ethical and professional responsibility and use them in professional life			✓		

ECTS /STUDENT WORKLOAD				
ACTIVITIES	NUMBER	UNIT	HOUR	TOTAL (WORKLOAD)
Course Teaching Hour (14 weeks* total course hours)	14 week x 5 days= 70 days	Day	6	420
Preliminary Preparation and finalizing of course notes, further self- study		Week		
Assignment (s)		Number		
Presentation/ Seminars	3	Session	5	15
Quiz and Preparation for the Quiz		Number		
Mid- Term(s)		Number		
Project (s)		Number		
Field Studies (Technical Visits, Investigate Visit etc.)		Number		
Practice (Laboratory, Virtual Court, Studio Studies etc.)		Number		
Final Examination/ Final Project/ Dissertation and Preparation		Number		

Other (Placement/Internship etc.)	3	Number	5	15
Total Workload				450
Total Workload/ 25				18
ECTS				18

ETHICAL RULES WITH REGARD TO THE COURSE (IF AVAILABLE)	
<p>Attendance: Students must attend at least 80% of the course timetable during the term.</p> <p>Learning: Students are expected to be prompt at all times and to participate in all learning activities during class sessions.</p> <p>Classroom Code of Conduct: Students will at all times conduct themselves in a manner that serves to maintain, promote, and enhance the high quality academic environment in the course. To this end, it is expected that all students will adhere to the rules of regular attendance, arriving the class prepared and on time, treatment of all members of the class with respect, refraining from all actions that disrupt the learning environment such as making noise, talking on their cell phones and/or texting, and leaving and reentering the classroom inappropriately.</p> <p>Academic Integrity: Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Examples are the use of unauthorized material, attempting to benefit from the work of another student, and any other similar behavior defeating the intent of class work. Plagiarism, improper acknowledgement of sources in assignments and papers are considered very serious offenses and shall be grounds for disciplinary action as outlined in university rules.</p>	
STUDENT WITH DISABILITIES OR SPECIAL NEEDS	
Students with disabilities or special needs are encouraged to contact the instructor and the Unit for Student with Disabilities (http://eob.yasar.edu.tr/) for academic adaptations.	
ASSESSMENT and EVALUATION METHODS:	
Final Grades will be determined according to the Yaşar University Associate Degree, Bachelor Degree and Graduate Degree Education and Examination Regulation.	
PREPARED BY	Assoc. Prof.Dr. Tuncay Ercan
UPDATED	06.04.2022
APPROVED	Prof Dr. Murat Komesli

ÖİM FORM/2022