

COURSE TITLE	COURSE CODE	SEMESTER	THEORETICAL (hours / week)	PRACTICE (hours / week)	CREDIT	ECTS
CAREER PLANNING	IKU 112	1	1	0	1	2
LEVEL OF COURSE	<input type="checkbox"/> Associate's degree program <input checked="" type="checkbox"/> Bachelor's program <input type="checkbox"/> Master's program <input type="checkbox"/> PhD					
INSTRUCTION LANGUAGE OF THE COURSE	<input type="checkbox"/> TURKISH		<input checked="" type="checkbox"/> FOREIGN LANGUAGE		<input checked="" type="checkbox"/> English <input type="checkbox"/> German <input type="checkbox"/> French	
TYPE OF COURSE	<input checked="" type="checkbox"/> COMPULSORY <input type="checkbox"/> ELECTIVE <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> NON-DEPARTMENTAL					
PREREQUISITE OF THE COURSE	NONE					
PURPOSE OF THE COURSE	To be ready for business life after graduation.					
COURSE OBJECTIVE	To get to know oneself according to interests, abilities and values in the process of training and educational development. To gain knowledge and skills about career planning and what can be done in career planning after formal education according to career development theories.					
TEACHING METHOD	FACE-TO-FACE					
TEACHING AND LEARNING METHODS OF THE COURSE	<input checked="" type="checkbox"/> Q&A <input checked="" type="checkbox"/> Case Problem Solving/ Drama- Role/ Case Management <input type="checkbox"/> Laboratory <input type="checkbox"/> Quantitative Problem Solving <input type="checkbox"/> Fieldwork <input type="checkbox"/> Group Study / Assignment <input type="checkbox"/> Individual Assignment <input type="checkbox"/> WEB-based Learning <input type="checkbox"/> Internship <input type="checkbox"/> Practice in Field <input checked="" type="checkbox"/> Project Preparation <input checked="" type="checkbox"/> Report Writing <input type="checkbox"/> Seminar <input type="checkbox"/> Supervision <input type="checkbox"/> Social Activity <input checked="" type="checkbox"/> Occupational Activity <input type="checkbox"/> Occupational Trip <input type="checkbox"/> Application (Modelling, Design, Model, Simulation, Experiment et.) <input type="checkbox"/> Reading <input type="checkbox"/> Thesis Preparation <input type="checkbox"/> Field Study <input type="checkbox"/> Student Club and Council Activities					

**COURSE COORDINATOR
(S)**

Faculty Member Cansu Arisoy

LEARNING OUTCOMES

INFORMATION

(It is arranged according to theoretical and / or factual information classification)

1. Students plan career development process and services according to educational rating.

SKILL

(As cognitive and / or application skills)

1. Students use methods and techniques of career planning.
2. Students analyze the effects of character traits on profession selection.

COMPETENCE

1. Students create solutions to problems and cases that they may face in the business world.

**COURSE FLOW
(year/semester)**

WEEKS

1. What is Career Management?
2. Career Planning and development
3. Career stages: Knowing personal preferences
4. Expectations of the business world from recent graduates
5. Professional visitors from the business world
6. Methods of preparing CV, cover letter and appreciation letter
7. How to make a good impression in a job interview? Information about interview
8. Learning how to fill out the Europass CV. Learning how to apply for a job on the Internet and how to fill out job application form on companies' web pages.
9. Basic concepts of performance management
10. Time management
12. Professional ethics; what is professional ethics? Preventing mobbing?
13. Verbal and written communication
14. Relationship management, career trends in the world

RESOURCES

** Kuzgun, Y. (2003). Meslek Rehberliği ve Danışmanlığına Giriş. Ankara: Nobel, Erdoğan, N. (2003). Kariyer Geliştirme. Ankara, Nobel

EVALUATION SYSTEM

YEAR / SEMESTER STUDIES	NUMBER	CONTRIBUTION RATE %
Attendance / Participation		%
Laboratory		%
Practice		%
Practice Examination		%
Quiz		%
Homework		%
Presentation		%
Projects		%
Course-specific Internship		%
Fieldwork		%
Article Critique		%
Article Writing		%
Module Group Study		%
Brainstorming		%
Role Playing + Dramatization		%
Studying outside of the Classroom		%
Preparatory Work, Enhancement, Practice Repetition etc.		%
Homework (reading, writing, watching movies etc.)		%
Project Preparation + Presentation		%
Report Preparation + Presentation		%
Presentation / Seminar Preparation + Presentation		%
Oral Exam		%
MIDTERM		40%
FINAL		60%
TOTAL		100%

COURSE ECTS

European Credit Transfer System
-Student workload-

Activities	Number (week)	Duration (hour)	Total Work Load
Course Duration	14	1	14
Laboratory	0	0	0
Practice	0	0	0
Practice Examination	0	0	0
Course-specific Internship	0	0	0
Fieldwork	0	0	0
Article Critique	0	0	0
Article Writing	0	0	0
Module Group Study	0	0	0
Brainstorming	0	0	0
Role Playing + Dramatization	5	2	10
Studying outside of Classroom (Preparatory Work, Enhancement, Practice Repetition etc.)	5	2	10
Homework (reading, writing, watching movies etc.)	0	0	0
Project Preparation + Presentation	0	0	0
Report Preparation + Presentation	4	3	12
Presentation / Seminar Preparation + Presentation	4	3	12
Total ECTS	0	0	0
Preparation for Midterm Exams	7	1	7
MIDTERM	1	1	1
Preparation for Final Exams	14	1	14
FINAL	1	2	2
Total ECTS			82
30 hours = 1 ECTS		ECTS:	2