



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Practice							
Course Code		İKY200		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	6	Workload	150 ( <i>Hours</i> )	Theory	0	Practice	0	Laboratory	0
Objectives of the Course		Purpose of the practice is to support capability of establishing techniques and lectured knowledges to students before and after work. Additionally support adaptation of the students from academic status to work status and giving knowledges for practices							
Course Content		Practice is all activities that relaeted to existing class program. Students ought to practice thirty work days at national and international associations. Works should be writed and reported every work days activities to practice notebook. The report of the practice should be signed every work day by the authorization. Required documents should be forwarded to authorization of the Sultanhisar Professional High School after completion of practice in one month							
Work Placement		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Experiment, Individual Study, Problem Solving					
Name of Lecturer(s)		İns. Şinasi YAYLAGÜL, Lec. Yasemin COŞKUN ERDOĞAN							

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Report	1	100

### Recommended or Required Reading

1	Occupational publications capacity at the practiced associations
2	Class related books, articles, papers, publications and other literature

Week	Weekly Detailed Course Contents	
1	Theoretical	In the study area do the job and prepare a report issued by the authorized person
2	Theoretical	In the study area do the job and prepare a report issued by the authorized person
3	Theoretical	In the study area do the job and prepare a report issued by the authorized person
4	Theoretical	In the study area do the job and prepare a report issued by the authorized person
5	Theoretical	In the study area do the job and prepare a report issued by the authorized person
6	Theoretical	In the study area do the job and prepare a report issued by the authorized person
7	Theoretical	In the study area do the job and prepare a report issued by the authorized person
8	Theoretical	In the study area do the job and prepare a report issued by the authorized person
9	Theoretical	In the study area do the job and prepare a report issued by the authorized person
10	Theoretical	In the study area do the job and prepare a report issued by the authorized person
11	Theoretical	In the study area do the job and prepare a report issued by the authorized person
12	Theoretical	In the study area do the job and prepare a report issued by the authorized person
13	Theoretical	In the study area do the job and prepare a report issued by the authorized person
14	Theoretical	In the study area do the job and prepare a report issued by the authorized person
15	Theoretical	Tion and Training Education and Practice Committee to deliver report
	Preparation Work	If you overcome the shortcomings of the report making final checks

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Land Work	30	5	0	150
Total Workload (Hours)				150
[Total Workload (Hours) / 25*] = ECTS				6
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	Capability to manage theoretical learning extensions related to practice gained from University Education
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2	Applying knowledges gained from Professional High Schools
3	Capability to join group Works
4	Capability to establish occupational missions and mangements
5	Capability to learn hierarchical workflow and people relations
6	Capability to regularly present and report work activities
7	Development capability to calculate problems and solutions and utilization capabilities in occupational and releated areas
8	Capability to identify relations between practiced associations and other foundations
9	Learning capability of new knowledges during practice work

#### Programme Outcomes (Human Resources and Management)

1	To use theoretical and applied knowledge in the field of human resources management
2	To examine various concepts and opinions in the field of human resources management, and evaluate related data.
3	To undertake individual and group responsibility in order to solve unforeseen complex problems and issues which are confronted in application process.
4	To be able to transmit self opinions and solutions to problems in the field of human resources management via written and oral channels.
5	To support self opinions and solutions to problems by qualitative and quantitative data and share this with other professionals or nonprofessionals.
6	To benefit from other diciplines which are related to human resources management and be acknowledged about these diciplines.
7	Legislation relevant to the profession and to follow the basic law to have knowledge in the field of public administration
8	To have societal, scientific and ethical values in gathering data, planning, executing and controlling human resources management issues.
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

#### Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5	L6	L7	L8	L9
P1	5	5	3	5	4	5	4	4	5
P2	5	5	5	5	5	4	5	4	5
P3	5	5	5	5	5	5	5	4	5
P4	5	5	5	5	5	5	5	5	5
P5	5	5	5	5	4	5	5	5	5
P6	5	5	5	4	5	5	5	4	5
P7	5	5	5	5	5	5	5	5	5
P8	5	5	5	5	4	5	5	5	5
P9	5	5	5	5	5	5	5	5	5
P10	5	5	5	5	5	5	5	5	5
P11	5	5	5	5	5	5	5	5	5

