



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Interview Techniques							
Course Code		BİY300		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Purpose of the lesson is inform students about to writing CV techniques and employee selection and interview processes.							
Course Content		Career Planning, Effective Job Search CV Preparation Career Appropriate, Preparation work appropriate Front Cover, Preparation for an interview, Being Dominant in the interview process.							
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), Discussion, Case Study, Individual Study					
Name of Lecturer(s)		Ins. Ümran GÜMÜŞ							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	Lecturer notes, presentation of course and videos.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Basics of Working Life (Labour, Employment and Unemployment)
2	Theoretical	Inform about to preparation the CV (Curriculum Vitae)
3	Theoretical	Career Management
4	Theoretical	Introduction and Effective Use of Job Search Channel
5	Theoretical	Inform about the preparation of the work appropriate front cover,
6	Theoretical	Inform about the CV evaluation and selection
7	Theoretical	Evaluation and selection process between about pre-prepared CV and Cover
8	Intermediate Exam	Midterm
9	Theoretical	Presentation of the General Interview Process
10	Theoretical	Preparation for an interview (Overview and Data Scan)
11	Theoretical	Personnel Selection Criteria and Process Understanding the Interview
12	Theoretical	Personnel Selection Criteria and Process Understanding the Interview
13	Practice	Simulate an interview process
14	Practice	Simulate an interview process
15	Final Exam	Examine the lessons aim and the performance
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Assignment	2	1	0	2
Midterm Examination	1	2	1	3
Final Examination	1	2	1	3
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	CV Preparation Career Appropriate, Preparation work appropriate Front Cover,
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2	Effective Job Search
3	Preparation for an interview, Being Dominant in the interview process.
4	Understand Personnel Selection Criteria and Process in Interview
5	Learns the process by practicing the interview process.

Programme Outcomes (Fungiculture)

1	Having knowledge of morphology, anatomy, cytology, physiology and biochemical structures of mushroom
2	Having knowledge of soil and climate conditions for mushroom cultivation
3	Having knowledge of identification, classification and the use areas of mushroom species
4	Having knowledge of culture and production techniques of mushroom
5	Having knowledge of harvest and conservation of mushroom
6	Having ability to identify and to maintain important diseases and pests of mushroom species
7	Having ability and knowledge of marketing techniques of mushroom products, effectively.
8	Ability to project mushroom built.
9	Having knowledge of Laboratory techniques
10	Having knowledge of mushroom management

