



## 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 (Medical and Aromatic Plants)**

1	Having the recognition, classification and the use areas knowledge of medical and aromatic plants
2	Having practical and technical knowledge about cultivation and production of medical and aromatic plants
3	Having knowledge of morphology, anatomy, cytology, physiology and biochemical structures of medical and aromatic plants
4	Having knowledge of importance of soil conditions to grow medical and aromatic plants
5	Having information and the ability to use materials related with basic math and basic chemistry founded on qualifications gained in secondary education
6	Having ability to use effective own language and having knowledge of foreign language in order to communicate own colleagues and own customers
7	Having ability to collect medical and aromatic plants, having knowledge of seed technology, drying and conservation of these plants
8	Having ability to identify and to fight diseases and pests of medical and aromatic plants
9	Having knowledge of all Agricultural activities
10	Having knowledge of Atatürk Principle and Revolutions and to assimilate Atatürk Principle and Revolutions
11	Having consciousness of quality
12	Having knowledge and accumulation of investigative and evaluation
13	Ability to work as an individual capable of independent decision-making ideas verbally and in writing, stating the figure to communicate in a clear and concise
14	Ability to identify plants used for medical purposes and to obtain mixtures from drugs acquired these plants
15	Having skill and knowledge of marketing techniques medical and aromatic plants

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

	L1	L2	L3	L4	L5
P13	5	4	4	3	3

