



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title	Career Planing								
Course Code	KP101		Course Level		Short Cycle (Associate's Degree)				
ECTS Credit	2	Workload	50 (Hours)	Theory	1	Practice	0	Laboratory	0
Objectives of the Course	Career Planning course enables students to recognize the business world, different sectors and the needs of these sectors; It aims to raise awareness among students about the importance of career planning in the process of preparing for the business world. The course enables students to discover their personal competencies and understand the expectations of the business world. It helps them develop their knowledge and skills in line with the requirements of the relevant sectors.								
Course Content	Courses will be organized for first year university students in the fall semester for 15 weeks, with one course hour per week. Goal; students; Our aim is to help them to plan a career in line with their future goals by ensuring that they gain awareness of their interests, personal characteristics and values.								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Case Study, Individual Study								
Name of Lecturer(s)	Ins. Gülşah Şükran KALE YOLCU								

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Final Examination	1	100

### Recommended or Required Reading

1	Supporting books, journals, articles and online resources selected by the course lecturer.
2	Guides prepared by the Career Office.
3	Skill / competence valuation inventories.
4	Career events organized with the contribution of the Career Center (Career Fair, Seminars, Information Sessions, Mentoring, Meeting with Alumni, Sector Panels, Case Studies, Interview Simulations, etc.)
5	Sample videos, documentaries and films.
6	Interview simulation, case study / workshop etc. interactive activities.
7	Course content and instructor evaluation forms.

Week	Weekly Detailed Course Contents	
1	Theoretical	Your career journey has begun. The first stop is the career center
2	Theoretical	Do you know these? Intelligence and personality
3	Theoretical	Do you know these? Personal Characteristics
4	Theoretical	Key to making difference in career path: Skills
5	Theoretical	What is career?
6	Theoretical	How do I prepare for my career?
7	Theoretical	Sector Days - National non-governmental organizations
8	Theoretical	Sector Days - International non-governmental organizations
9	Theoretical	Sector Days - Public sector
10	Theoretical	Sector Days - Private sector
11	Theoretical	Sector Days – Academy
12	Theoretical	Sector Days – Entrepreneurship
13	Theoretical	Talent Gate: I'm writing my first resume
14	Theoretical	Resume and cover letter preparation and interview techniques
15	Theoretical	Course Evaluation
16	Final Exam	EXAM

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	15	2	1	45
Individual Work	1	1	1	2



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	Recognition of Career Center Activities: Ensuring that the student is aware of the services provided by the Career Center and establishing a connection between the Career Center and the student.
2	Increasing Self Awareness: Ensuring that the student becomes aware of his / her strengths and areas open to improvement and recognizes himself / herself in terms of his / her interests, competencies and skills.
3	Discovering Career Options: Ensuring that students get to know the sectors such as the public sector, private sector, academia, non-governmental organizations, comprehend the differences between the sectors and orient themselves to a career field suitable for their future plans. Students gain awareness of the expectations of the business world and the competencies it prioritizes.
4	Developing Self-Expression and Effective Communication Skills: Raising awareness on the importance of developing fine talents in the career process. Understanding the importance of issues that affect communication such as body language, diction, addressing; developing correct and effective communication skills.
5	Understanding the Importance of Professional Relationship Networks: Understanding the importance of establishing mutually beneficial relationships that are necessary for the student to reach her career goals
6	Recognition of Support Units: Providing information about university units (international relations / exchange office, etc.) and support services such as TÜBİTAK Scholarships, Mevlana program that can support the student's career.
7	Learning Effective Use of Resources: Learning the ways of reaching the right resources and using the resources effectively in the career process.

### Programme Outcomes (Quality Control in Production)

1	To be able to be bounded to the Atatürk nationalism, adopted to the national, ethic, spiritual and cultural value of the Turkish Nation, opened to the universal and modern development, adopted the richness, deep seated and productive properties of the Turkish language, having language sympathy and awareness, having reading pleasure and habit and having sufficient foreign language for their vocational necessities, In the directions of the Atatürk Principles and Revolutions,
2	To be able to comprehend social, cultural and societal responsibility and keep up with national and international up contemporary issues and developments.
3	Utilizes together mathematics, science and theoretical and applied knowledge in their field for engineering solutions.
4	Determines, identifies formulizes and solves the problems. For this purpose selects and applies analytical methods and modeling techniques.
5	Selects and utilizes the necessary modern techniques and equipment for industrial applications.
6	Designs and performs experiments, collects data and analyzes and elaborates results.
7	Works effectively as an individual or in multidisciplinary teams.
8	Collects information and makes literature survey for this purpose, utilizes databases and other information sources.
9	Be aware of lifelong learning; follows the developments in science and technology and continuously renews himself.
10	Analyzes and designs under realistic constraints a system, a system component or a process for meeting the required needs, for this purpose applies modern design methods.
11	Acquires professionalism and ethical responsibility in the profession.
12	Communicates by using technical drawing and manufacturing knowledge.
13	Be aware of the universal and social effects of industrial solutions and applications; is aware of entrepreneurship and innovation and has idea about the problems of the era.
14	Has knowledge about quality assurance and standardization and possess skills of execution of operations. In the same time, has the professional and ethical responsibility.
15	Is conscious of project management, business administration, health of the workers, environment and work safety; is aware of the legal consequences of industrial applications.

### 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
P1	4	5	5	4	4	5	5
P2	5	4	5	5	5	5	4
P3	4	4	4	4	4	5	5
P4	5	4	5	5	5	5	5
P5	5	4	4	4	5	5	4
P6	5	5	5	4	5	5	4
P7	5	5	4	5	5	5	5
P8	5	4	5	4	5	5	5



P9	4	5	5	5	5	5	5
P10	5	4	5	5	5	5	5
P11	4	5	4	5	5	5	5
P12	5	4	5	5	5	5	5
P13	4	4	4	5	5	5	5
P14	4	5	4	5	5	5	5
P15	5	5	5	5	5	5	5

