



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Career Planning and Development							
Course Code		EFS160		Course Level		First Cycle (Bachelor's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Career concept, career planning and stages; development of individual career development, career strategy; To give information about career planning model, career options in related teaching areas.							
Course Content		Career concept, career planning and stages; development of individual career development, career strategy; career planning model, career options in related teaching areas; CV preparation and resume types, CV format and examples, CV considerations; cover letters, letters of introductory letters, job interviews, objectives, methods and types, preparation and interview stages; situations that may occur in negotiations; question types, body language-bodily signs.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Problem Solving					
Name of Lecturer(s)									

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

1	Sevinç, E. (2010). Kariyer planlama ve yönetimi. ETAP Yayınevi.
2	Erdoğan, N. (2003). Kariyer Geliştirme: Kuram ve Uygulama. Nobel Yayın Dağıtım.
3	Bingöl D (2010), İnsan Kaynakları Yönetimi, Beta Basım-Yayım-Dağıtım A.Ş.
4	Aytaç, S. (1997). Çalışma Yaşamında Kariyer: Yönetimi, Planlaması, Geliştirilmesi Sorunları. Epsilon Yayıncılık.
5	Koontz H, G Donnell C and Weihrich H. (1986). Essentials of Management, 4th Ed. Mcgraw-Hill Book Company.

Week	Weekly Detailed Course Contents	
1	Theoretical	Career concept, career planning and stages
2	Theoretical	Individual career development
3	Theoretical	Establishing a career strategy
4	Theoretical	Career planning model, career options in related teaching areas
5	Theoretical	Career planning model, career options in related teaching areas
6	Theoretical	Curriculum Vitae Preparation and Resume Types
7	Theoretical	Curriculum Vitae Preparation and Resume Types
8	Intermediate Exam	Midterm exam
9	Theoretical	CV format and examples
10	Theoretical	CV format and examples
11	Theoretical	Points to consider in preparing CV; cover letters, promotional letters
12	Theoretical	Job interview, objectives, methods and types
13	Theoretical	Preparation and interview stages
14	Theoretical	Situations that may occur in interviews; question types
15	Theoretical	Body language-bodily signs
16	Final Exam	Final exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	2	56
Midterm Examination	1	5	1	6



Final Examination	1	12	1	13
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	Know the career concept, career planning and stages.
2	Explain individual career development.
3	Analyze career options in related teaching areas
4	Distinguish resume preparation and resume types.
5	Categorizes CV format and samples.
6	Discuss the points to be considered in preparing CV.
7	Distinguishes job interview, objectives, methods and types.
8	Knows the situations that may occur in interviews.
9	Evaluates body language-bodily signs.

### Programme Outcomes (Early Childhood Teacher Education)

1	To be able to gain subject knowledge of profession in theory and practice in the learning process.
2	To be able to gain the competence of using the appropriate approach, strategy, technique for the plans in the learning process, by making instructional plans related to the subject-matter.
3	To be able to gain skills of the teaching profession in the learning process.
4	To be able to implement teaching profession knowledge, skills, attitudes and habits related to the subject-matter in a real teaching and learning environment in the learning process.
5	To be able to comprehend contemporary approaches of education and the philosophies they are based on.
6	To be able to gain the basic skills such as comprehending, expressing, commenting, evaluating, being aware and enterprising, communicating, acknowledging the individual related to the subject-matter
7	To be able to become individuals faithful to the Principles and Revolutions of Atatürk, be modern, democratic,, secular, protecting and deveoping one's country, being alive to the nation, respecting human rights, preserving the nature, not being discriminatory, giving importance to the traditions and customs, protecting the values
8	To be able to improve oneself in terms of sport, art and culture
9	To be able to become individuals believing in lifelong learning.
10	To be able to educate individuals who keep up with developments in social, economic, technological and scientific areas, who investigate the main reasons of World problems and try to contribute to the solution of these problems

### 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	1	1	1	1	1	1	1	1	1
P2	1	1	1	1	1	1	1	1	1
P3	1	1	4	1	1	1	1	1	1
P4	1	1	1	1	1	1	1	1	1
P5	1	1	1	1	1	1	1	1	1
P6	3	3	3	3	3	3	3	3	3
P7	3	3	3	3	3	3	3	3	3
P8	1	1	1	1	1	1	1	1	1
P9	3	3	3	3	3	3	3	3	3
P10	2	2	2	2	3	3	3	3	3

