



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

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|--|---|----------|--------------|--------|---------------------------------|----------|---|------------|---|
| 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

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| 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

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|---|---|
| 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 (Science Teacher Education)

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|----|---|
| 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, method and technique for the instructional plans to be prepared in the learning process. |
| 3 | To be able to gain the 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 philosophy 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 developing 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 gain the vision of being 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 solutions 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 | 5 | | 4 | | | | | 5 | |
| P2 | 4 | | 4 | 5 | | | | 5 | |
| P3 | 4 | | 5 | 5 | | | | 5 | |
| P4 | 4 | | 5 | 5 | 5 | | 5 | 4 | |
| P5 | 5 | | 5 | 5 | 5 | | 5 | 4 | 5 |
| P6 | 4 | 5 | 5 | 5 | 5 | | 4 | | 5 |
| P7 | 4 | 4 | 4 | | 5 | | | | 5 |
| P8 | 4 | 5 | | | | | | | 5 |
| P9 | 4 | 5 | | | | 5 | | | 4 |
| P10 | 5 | 4 | | | | 4 | | | 5 |

