

Medicine			
Bachelor	TR-NQF-HE: Level 7	QF-EHEA: Second Cycle	EQF-LLL: Level 7

Course Introduction and Application Information

Course Code:	UNI095		
Course Name:	Career Development Planning and Management		
Semester:	Spring Fall		
Course Credits:	<div>ECTS</div> <div>5</div>		
Language of instruction:	Turkish		
Course Condition:			
Does the Course Require Work Experience?:	No		
Type of course:	University Elective		
Course Level:	<div> <div>Bachelor</div> <div>TR-NQF-HE:7. Master`s Degree</div> <div>QF-EHEA:Second Cycle</div> <div>EQF-LLL:7. Master`s Degree</div> </div>		
Mode of Delivery:	E-Learning		
Course Coordinator:	Dr. Öğr. Üy. HİLAL ÇAKAR ÖZCAN		
Course Lecturer(s):	HİLAL ÇAKAR		
Course Assistants:			

Course Objective and Content

Course Objectives:	Introducing career methods to help students adapt to the rapidly changing economic, social, cultural, ethical and legal conditions of the business world and to gain the ability to adapt them to their own lives. As the highly motivated employees who can predict the future, know what is waiting for them, determine their goals, and aim to ensure that they have the necessary knowledge and equipment to devote themselves to their jobs.
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Course Content:	Career concept, career planning and stages, Individual career development, developing a personal career strategy, Career planning model, career options related to teaching fields; Preparing a curriculum vitae (CV) and types of résumé, CV format and examples, Important points to keep in minds while preparing a CV, Make cover letters for resumes introducing themselves, promotional letters, methods and types of job interview preparation to job interview, and stages, Situations that may be encountered in interviews; Question types, body language signs.
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Learning Outcomes

The students who have succeeded in this course;

- 1) 1. Be able to explain the principles underlying career planning
- 2) 2. Improve their personal profile by ascertaining their interests.
- 3) 3. Develop career goals that are achievable to get the most appropriate jobs for them.
- 4) 4. Discover appropriate career options, job types, and position requirements in the selected sectors.
- 5) 5. Improve interaction/ communication skills
- 6) 6. Prepare documents such as job application, letter of intent, resume etc

Course Flow Plan

Week	Subject	Related Preparation
1)	What is career management?	-
2)	Career Planning and Development	-
3)	Career Planning and Development	-
3)	Career Planning and Development	-
4)	Career stages: to know your personal preferences	-
5)	Career tendencies in the world	-
6)	What the business world expects from unexperienced graduates?	-
7)	How to create a good resume, a cover letter and a thank you letter	-
8)	Midterm Exam	-
9)	How to make an impressive job interview. Interview techniques, research business techniques	-
10)	Basic concepts of performance management	-
11)	Time management	-

12)	Professional etics: What is wrongdoing?	-
13)	Professional etics: What is wrongdoing? How to avoid whistleblowing?	-
14)	General review	-
15)	Final Exam	-

Sources

Course Notes / Textbooks:	Bulunmamaktadır.
References:	<p>Ünsal, P. (2015). Kariyeri Gelişimi Kuramları ve Kariyer Danışmanlığı. Ankara: Nobel Yayın Dağıtım.</p> <p>Erdoğan N. (2003). Kariyer Geliştirme: Kuram ve Uygulama. Ankara: Nobel Yayın Dağıtım.</p> <p>Kuzgun, Y. (2014). Meslek Gelişimi ve Danışmanlığı (4. Baskı). Ankara: Nobel Yayın Dağıtım.</p> <p>Bedük, A. ve Mete, O. (2007). Kariyerinize C Vitamini. İş Görüşmesi ve Özgeçmiş Yazma Teknikleri. Ankara: Gazi Kitabevi.</p> <p>Soysal, S. (1997). İş Ararken Etkili Özgeçmiş Yazmanın ve Başarılı Görüşmeler Yapmanın Yolları. İstanbul: Remzi Kitabevi.</p>

Course - Program Learning Outcome Relationship

Course Learning Outcomes	1	2	3	4	5	6
Program Outcomes						
1) When Istinye University Faculty of Medicine student is graduated who knows the historical development of medicine, medical practices, and the medical profession and their importance for society.						
2) knows the normal structure and function of the human body at the level of molecules, cells, tissues, organs and systems.						
3) is capable of systematically taking an accurate and effective social and medical history from their patients and make a comprehensive physical examination.						
4) knows the laboratory procedures related to diseases; In primary care, the necessary material (blood, urine, etc.) can be obtained from the patient with appropriate methods and can perform the necessary laboratory procedures for diagnosis and follow-up or request laboratory tests.						
5) can distinguish pathological changes in structure and functions during diseases from physiological changes and can Interpret the patient's history,						

physical examination, laboratory and imaging findings, and arrive at a pre-diagnosis and diagnosis of the patient's problem.	1	2	3	4	5	6
6) knows, plans and applies primary care and emergency medical treatment practices, rehabilitation stages.						
7) can keep patient records accurately and efficiently, know the importance of confidentiality of patient information and records, and protects this privacy.						
8) knows the clinical decision-making process, evidence-based medicine practices and current approaches.						
9) knows and applies the basic principles of preventive health measures and the protection of individuals from diseases and improving health, and recognizes the individual and/or society at risk, undertakes the responsibility of the physician in public health problems such as epidemics and pandemics.						
10) knows the biopsychosocial approach, evaluates the causes of diseases by considering the individual and his / her environment.						
11) is capable of having effective oral and/or written communication with patients and their relatives, society and colleagues.						
12) knows the techniques, methods and rules of researching. It contributes to the creation, sharing, implementation and development of new professional knowledge and practices by using science and scientific method within the framework of ethical rules.						
13) can collect health data, analyze them, present them in summary, and prepare forensic reports.						
14) knows the place of physicians as an educator, administrator and researcher in delivery of health care. It takes responsibility for the professional and personal development of own and colleagues in all interdisciplinary teams established to increase the health level of the society.						
15) knows employee health, environment and occupational safety issues and takes responsibility when necessary.						
16) knows health policies and is able to evaluate their effects in the field of application.						
17) keeps medical knowledge up-to-date within the framework of lifelong learning responsibility.						
18) applies own profession by knowing about ethical obligations and legal responsibilities, prioritizing human values and with self-sacrifice throughout own medical life.						

Course Learning Outcomes	1	2	3	4	5	6
Course - Learning Outcome Relationship						

No Effect	1 Lowest	2 Average	3 Highest

	Program Outcomes	Level of Contribution
1)	When Istinye University Faculty of Medicine student is graduated who knows the historical development of medicine, medical practices, and the medical profession and their importance for society.	
2)	knows the normal structure and function of the human body at the level of molecules, cells, tissues, organs and systems.	
3)	is capable of systematically taking an accurate and effective social and medical history from their patients and make a comprehensive physical examination.	
4)	knows the laboratory procedures related to diseases; In primary care, the necessary material (blood, urine, etc.) can be obtained from the patient with appropriate methods and can perform the necessary laboratory procedures for diagnosis and follow-up or request laboratory tests.	
5)	can distinguish pathological changes in structure and functions during diseases from physiological changes and can Interpret the patient's history, physical examination, laboratory and imaging findings, and arrive at a pre-diagnosis and diagnosis of the patient's problem.	
6)	knows, plans and applies primary care and emergency medical treatment practices, rehabilitation stages.	
7)	can keep patient records accurately and efficiently, know the importance of confidentiality of patient information and records, and protects this privacy.	
8)	knows the clinical decision-making process, evidence-based medicine practices and current approaches.	
9)	knows and applies the basic principles of preventive health measures and the protection of individuals from diseases and improving health, and recognizes the individual and/or society at risk, undertakes the responsibility of the physician in public health problems such as epidemics and pandemics.	
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11)	is capable of having effective oral and/or written communication with patients and their relatives, society and colleagues.	
12)	knows the techniques, methods and rules of researching. It contributes to the creation, sharing, implementation and development of new professional knowledge and practices by using science and scientific method within the framework of ethical rules.	
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15)	knows employee health, environment and occupational safety issues and takes responsibility when necessary.	
16)	knows health policies and is able to evaluate their effects in the field of application.	
17)	keeps medical knowledge up-to-date within the framework of lifelong learning responsibility.	
18)	applies own profession by knowing about ethical obligations and legal responsibilities, prioritizing human values and with self-sacrifice throughout own medical life.	

Assessment & Grading

Semester Requirements	Number of Activities	Level of Contribution
Homework Assignments	1	% 10
Midterms	1	% 30
Final	1	% 60
total		% 100
PERCENTAGE OF SEMESTER WORK		% 40
PERCENTAGE OF FINAL WORK		% 60
total		% 100

Workload and ECTS Credit Calculation

Activities	Number of Activities	Preparation for the Activity	Spent for the Activity Itself	Completing the Activity Requirements	Workload
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Course Hours	1	42			42
Homework Assignments	1	18			18
Midterms	1	25			25
Final	1	40			40
Total Workload					125