

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>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>		
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 ethics: What is wrongdoing?	-
13)	Professional ethics: 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) The graduate integrates the knowledge, skills, attitudes, and behaviours acquired from basic and clinical sciences, behavioural sciences, and social sciences in the form of competencies and uses them for the provision of rational, effective, safe health care services in accordance with quality standards in the prevention, diagnosis, treatment, follow-up, and rehabilitation processes, and during the process considers protection of both patient's health and healthcare workers health including her/his own.						
2) The graduate shows a biopsychosocial approach in patient management that considers the sociodemographic and sociocultural background of the individual without discrimination of language, religion, race, and gender.						
3) The graduate prioritizes the protection and development of the health of individuals and society in the provision of health care services.						
4) The graduate, considering the individual, social, public, and environmental factors affecting health; works towards maintaining and improving the state of health.						

Course Learning Outcomes	1	2	3	4	5	6
5) In the provision of health care services, the graduate considers both the changes in the physical and socioeconomic environment on a regional and global scale that affect health, as well as the changes in the individual characteristics and behaviours of the people who apply to her/him.						
6) The graduate recognizes the characteristics, needs and expectations of the target population and provides health education to healthy/sick individuals and their relatives and other health care workers.						
7) While carrying out her/his profession, the graduate fulfils her/his duties and obligations with determined behaviours to provide high-quality health care within the framework of ethical principles, rights and legal responsibilities and good medical practices, considering the integrity, privacy, and dignity of the patient.						
8) The graduate evaluates and improves her/his own performance in professional practices in terms of emotions, cognitive characteristics, and behaviours.						
9) The graduate physician advocates improving the provision of health services by considering the concepts of social reliability and social commitment to protect and improve public health.						
10) To protect and improve health, the graduate physician can plan and carry out service delivery, training and consultancy processes related to individual and community health in cooperation with all components.						
11) The graduate physician evaluates the impact of health policies and practices on individual and community health indicators and advocates increasing the quality of health services.						
12) The graduate physician attaches importance to protecting and improving her/his own physical, mental, and social health, and does what is necessary for this.						
13) During the provision of health care, the graduate shows exemplary behaviours and leads within the health team.						
14) The graduate uses the resources cost-effectively, in the planning, implementation, execution, and evaluation processes of the health care services in the health institution she/he manages, for the benefit of the society and in accordance with the legislation.						
15) The graduate communicates positively within the health team with whom she/he provides health care services, being aware of the duties and obligations of other health workers and shows appropriate behaviours to						

assume different team roles when necessary.						
Course Learning Outcomes	1	2	3	4	5	6
16) The graduate works harmoniously and effectively with her/his colleagues and other professional groups in her/his professional practice.						
17) The graduate communicates effectively with patients, patient relatives, health care workers and other professional groups, institutions, and organizations, including individuals and groups that require a special approach and have different sociocultural characteristics.						
18) The graduate shows a patient-centred approach in the protection, diagnosis, treatment, follow-up, and rehabilitation processes that involve the patient and patient's caregivers as partners in the decision-making mechanisms.						
19) When necessary, the graduate plans and implements scientific research for the population she/he serves, and uses the results obtained and/or the results of other research for the benefit of the society.						
20) The graduate reaches the current literature information related to her/his profession, evaluates critically, and applies the principles of evidence-based medicine in the clinical decision-making process.						
21) The graduate uses information technologies to improve the effectiveness of her/his work in health care, research, and education.						
22) The graduate effectively manages individual study and learning processes and career development.						
23) The graduate demonstrates the ability to acquire, evaluate, integrate new knowledge with existing knowledge, apply it to professional situations, and adapt to changing conditions throughout professional life.						
24) The graduate chooses the right learning resources to improve the quality of the health care service she/he provides, organizes her/his own learning process.						

Course - Learning Outcome Relationship

No Effect	1 Lowest	2 Average	3 Highest

	Program Outcomes	Level of Contribution
1)	The graduate integrates the knowledge, skills, attitudes, and behaviours acquired from	

	basic and clinical sciences, behavioural sciences, and social sciences in the form of competencies and uses them for the provision of rational, effective, safe health care services in accordance with quality standards in the prevention, diagnosis, treatment, follow-up, and rehabilitation processes, and during the process considers protection of both patient's health and healthcare workers health including her/his own.	
2)	The graduate shows a biopsychosocial approach in patient management that considers the sociodemographic and sociocultural background of the individual without discrimination of language, religion, race, and gender.	
3)	The graduate prioritizes the protection and development of the health of individuals and society in the provision of health care services.	
4)	The graduate, considering the individual, social, public, and environmental factors affecting health; works towards maintaining and improving the state of health.	
5)	In the provision of health care services, the graduate considers both the changes in the physical and socioeconomic environment on a regional and global scale that affect health, as well as the changes in the individual characteristics and behaviours of the people who apply to her/him.	
6)	The graduate recognizes the characteristics, needs and expectations of the target population and provides health education to healthy/sick individuals and their relatives and other health care workers.	
7)	While carrying out her/his profession, the graduate fulfils her/his duties and obligations with determined behaviours to provide high-quality health care within the framework of ethical principles, rights and legal responsibilities and good medical practices, considering the integrity, privacy, and dignity of the patient.	
8)	The graduate evaluates and improves her/his own performance in professional practices in terms of emotions, cognitive characteristics, and behaviours.	
9)	The graduate physician advocates improving the provision of health services by considering the concepts of social reliability and social commitment to protect and improve public health.	
10)	To protect and improve health, the graduate physician can plan and carry out service delivery, training and consultancy processes related to individual and community health in cooperation with all components.	
11)	The graduate physician evaluates the impact of health policies and practices on individual and community health indicators and advocates increasing the quality of health services.	
12)	The graduate physician attaches importance to protecting and improving her/his own physical, mental, and social health, and does what is necessary for this.	

13)	During the provision of health care, the graduate shows exemplary behaviours and leads within the health team.	
14)	The graduate uses the resources cost-effectively, in the planning, implementation, execution, and evaluation processes of the health care services in the health institution she/he manages, for the benefit of the society and in accordance with the legislation.	
15)	The graduate communicates positively within the health team with whom she/he provides health care services, being aware of the duties and obligations of other health workers and shows appropriate behaviours to assume different team roles when necessary.	
16)	The graduate works harmoniously and effectively with her/his colleagues and other professional groups in her/his professional practice.	
17)	The graduate communicates effectively with patients, patient relatives, health care workers and other professional groups, institutions, and organizations, including individuals and groups that require a special approach and have different sociocultural characteristics.	
18)	The graduate shows a patient-centred approach in the protection, diagnosis, treatment, follow-up, and rehabilitation processes that involve the patient and patient's caregivers as partners in the decision-making mechanisms.	
19)	When necessary, the graduate plans and implements scientific research for the population she/he serves, and uses the results obtained and/or the results of other research for the benefit of the society.	
20)	The graduate reaches the current literature information related to her/his profession, evaluates critically, and applies the principles of evidence-based medicine in the clinical decision-making process.	
21)	The graduate uses information technologies to improve the effectiveness of her/his work in health care, research, and education.	
22)	The graduate effectively manages individual study and learning processes and career development.	
23)	The graduate demonstrates the ability to acquire, evaluate, integrate new knowledge with existing knowledge, apply it to professional situations, and adapt to changing conditions throughout professional life.	
24)	The graduate chooses the right learning resources to improve the quality of the health care service she/he provides, organizes her/his own learning process.	

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
Course Hours	1	42			42
Homework Assignments	1	18			18
Midterms	1	25			25
Final	1	40			40
Total Workload					125