

Audiology			
Bachelor	TR-NQF-HE: Level 6	QF-EHEA: First Cycle	EQF-LLL: Level 6

Course Introduction and Application Information

Course Code:	UNI095		
Course Name:	Career Development Planning and Management		
Semester:	Spring		
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:6. Master`s Degree</div> <div>QF-EHEA:First Cycle</div> <div>EQF-LLL:6. 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.

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 orld 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) They have basic and up-to-date information in the field of audiology, lecture notes, necessary tools and materials for practice, multimedia educational tools and advanced institutional and applied knowledge supported by other resources.						
2) Uses the information learned in audiology education for the improvement of hearing, speech and balance system health on an individual and social scale, and for the prevention and, if necessary, treatment of problems that may arise in these areas.						
3) Accesses, evaluates, interprets, and shares when necessary, current and non-dogmatic proven information in the field of hearing, balance and speech disorders.						
4) It organizes, implements, trains and monitors disease and individual diagnosis, testing, treatment and rehabilitation programs, taking into account age, gender, socio-cultural, economic, disease and health conditions.						

5) With her knowledge in the field of audiology, they can independently put forward a scientific-scale study and acts as a team member in high harmony with other professional groups working in this field.	1	2	3	4	5	6
6) Acts in accordance with the legislation and professional ethical rules regarding its duties, rights and responsibilities in the practices in which it is assigned or responsible for the field of audiology.						
7) It detects hearing, balance and speech disorders, albeit partially, at individual and social level, and creates solutions by considering professional, moral and ethical values.						
8) Uses computer programs specific to the professional field, related technology and educational tools.						
9) Takes responsibility, individually and as a team member, to solve complex problems in or out of the field during practice or professional life.						
10) They actively participates in in-house, national and international trainings after graduation.						

Course - Learning Outcome Relationship

No Effect	1 Lowest	2 Average	3 Highest

	Program Outcomes	Level of Contribution
1)	They have basic and up-to-date information in the field of audiology, lecture notes, necessary tools and materials for practice, multimedia educational tools and advanced institutional and applied knowledge supported by other resources.	
2)	Uses the information learned in audiology education for the improvement of hearing, speech and balance system health on an individual and social scale, and for the prevention and, if necessary, treatment of problems that may arise in these areas.	
3)	Accesses, evaluates, interprets, and shares when necessary, current and non-dogmatic proven information in the field of hearing, balance and speech disorders.	
4)	It organizes, implements, trains and monitors disease and individual diagnosis, testing, treatment and rehabilitation programs, taking into account age, gender, socio-cultural, economic, disease and health conditions.	
5)	With her knowledge in the field of audiology, they can independently put forward a scientific-scale study and acts as a team member in high harmony with other professional	

	groups working in this field.	
6)	Acts in accordance with the legislation and professional ethical rules regarding its duties, rights and responsibilities in the practices in which it is assigned or responsible for the field of audiology.	
7)	It detects hearing, balance and speech disorders, albeit partially, at individual and social level, and creates solutions by considering professional, moral and ethical values.	
8)	Uses computer programs specific to the professional field, related technology and educational tools.	
9)	Takes responsibility, individually and as a team member, to solve complex problems in or out of the field during practice or professional life.	
10)	They actively participates in in-house, national and international trainings after graduation.	

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

