

**SBF132-Career Planning**

Course Name	Code	Term	Theory (hours/week)	Practice (hours/week)	Laboratory (hours/week)	ECTS
Career Planning	SBF132	2. Semester / Autumn	1	0	0	2
Prerequisites	None					
Language of Instruction	Turkish					
Course Type	Elective					
Learning and teaching techniques of the course	Lecture Debate Group work Individual work					
Instructor(s) of the course						
Aim of the lesson	This aim of this course is to raise awareness in students about the importance of career planning in the process of a career plan by introducing them the business World, different sectors and the requirements of these sectors.					
Learning Outcomes	Students are able to; 1. Define the activities of a career centre. 2. Realize their strong aspects open to improvement. 3. Notice their career options. 4. Improve their ability of self-expression and communication. 5. Apprehend the importance of professional network 6. Know the units at university that provide support to their career. 7. Learn how to reach to the right sources and use them efficiently in the process of career development.					
References	1. Altıntaş, E. ve Çamur, D. (2005). Beden Dili Sözsüz İletişim. Aktüel Yayınları: İstanbul 2. İletişim Çatışmaları ve Empati. (1994) Üstün DÖKMEN. Sistem Yayıncılık – İstanbul 3. Bach, S. and Grant, A. (2009).Communication and interpersonal skills for nurses (Transforming nursing practice). UK: Learning Matters Ltd. 4. Tutar, H.(2020). Kariyer Planlaması ve Yönetimi. Seçkin Yayınevi. 5. Harika iş harika kariyer / Arda Aydın ; Arda Aydın ; Arda Aydın					

**Course Outline Weekly:**

WEEKS	TOPICS
1. Week	Introduction to the course
2. Week	What is career?
3. Week	National and international ex-change programmes
4. Week	Basic skills of communication
5. Week	Sector days – non-governmental organizations
6. Week	Soft skills
7. Week	Sector days – public sector
8. Week	<b>MIDTERM EXAM</b>
9. Week	Diction and body language
10. Week	Preparing a resume and a covering letter
11. Week	Sector days – private sector
12. Week	Effective interview
13. Week	Sector days - academy
14. Week	Sector days - entrepreneurship
15. Week	<b>FINAL EXAM</b>

**ECTS (Student Work-load Table)**

<b>Activities</b>	<b>Number</b>	<b>Duration</b>	<b>Total Work Load</b>
Length of course	10	1	10
Laboratory			
Practice	1	4	4
Field Study	1	4	4
Study time outside of classroom (Free-study/Group work/Pre-study)	3	8	24
Presentation (Video recording/Poster preparation/Focus Group Interview/Questionnaire/Observation and Writing reports)			
Seminar Preparation			
Project			
Case Study			
Role-play			
Writing articles-Make criticals			
Time to prepare for midterm exams	1	3	3
Time to prepare for final exam	1	5	5
<b>Total Work Load (hour) / 25(h)</b>	50/25=2		
<b>Course ECTS</b>	<b>2</b>		

**Evaluation System**

<b>Workload within semester</b>	<b>Number</b>	<b>Contribution</b>
Midterm Exam	1	%30
Quiz		
Laboratory		
Practice	1	%10
Field Study	1	%10
Course Internship (If there is)	1	%40
Assignments		
Presentations and Seminars		
Projects		
Other		%10
<b>Total Semester Work Load</b>		%100
<b>End-of-year Work Load</b>		
Final Exam	1	%100
Assignments		
Practice		
Laboratory		
<b>Total End-of-year Work Load</b>		%100
Contribution of Semester Work Load on Grades		%40
Contribution of End-of-year Work Load on Grades		%60
<b>Total</b>		100

**The Relationship Between Learning Outcomes And The Program Qualifications Of The Courses**

This course is suitable for all programs within the Faculty of Health Sciences. Therefore, the level of contribution to program qualifications has not been specified.