Course Syllabus

Code - Course Title	**KÜL193 - Career Planning**
Course Type	I. SEMESTER
Laboratory + Practice	1+0
ECTS	**2.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	DOÇ. DR. ADEM YURTSEVER

Mode of Delivery	The mode of delivery of this course is face to face.
Place of Delivery	On Campus
Used Educational Platforms	Face-to-face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	None
Recommended Resources	Dökmen, Ü. Communication Conflicts and Empathy. Istanbul: Remzi Kitabevi.Covey, S. R. 1989. The 7 Habits of Highly Effective People. New York: Free Press. Turkish edition: Etkili İnsanların 7 Alışkanlığı, Istanbul: Varlık Yayınları.Recommended ResourcesKuzgun, Y. 2000. Vocational Counseling: Theories, Applications. Ankara: Nobel Yayın Dağıtım.Erdoğmuş, N. Career Development. Ankara: Seçkin Yayıncılık.Performance and Career Management. Eskişehir: Anadolu University Publications (Open Education textbook).Burnett, B. – Evans, D. 2016. Designing Your Life: How to Build a Well-Lived, Joyful Life. New York: Alfred A. Knopf.Newport, C. 2012. So Good They Can't Ignore You. New York: Grand Central Publishing.Ibarra, H. 2003. Working Identity: Unconventional Strategies for Reinventing Your Career. Boston: Harvard Business School Press.Bolles, R. N. What Color Is Your Parachute? Berkeley: Ten Speed Press. Updated annually; the latest edition should be used.Effective communicationCüceloğlu, D. Communication Tools. Istanbul: Remzi Kitabevi.Rosenberg, M. B. 2015. Nonviolent Communication: A Language of Life. 3rd ed. Encinitas: PuddleDancer Press.Patterson, K. – Grenny, J. – McMillan, R. – Switzler, A. 2012. Crucial Conversations: Tools for Talking When Stakes Are High. 2nd ed. New York: McGraw-Hill.Stone, D. – Patton, B. – Heen, S. 2010. Difficult Conversations: How to Discuss What Matters Most. 10th anniversary edition. New York: Penguin.Anderson, C. 2016. TED Talks: The Official TED Guide to Public Speaking. Boston: Houghton Mifflin Harcourt.Institutional supportAnadolu University Career Center (ANAKARİYER). Provides counseling to students and alumni on career planning and development. May be invited for practical sessions.
Work Placement	None

Aims of the Course	This course aims to enable students to direct their careers in a conscious and planned manner, in accordance with their interests, values, and competencies, from the beginning of their university education. The course covers the concept of career, career development processes, and the fundamental stages of career planning: self-assessment, goal setting, exploration of options, decision-making, and action planning. Students engage in activities to identify their own interests, strengths, and areas for improvement. They evaluate the academic and professional opportunities offered by their departments (graduate education, public and private sectors, international programs, Erasmus+, and internship opportunities). Furthermore, students acquire essential skills for professional preparation, such as preparing resumes and letters of intent, interview techniques, professional networking, digital visibility, and communication skills. By the end of the semester, it is intended that students will be able to define their own career goals, determine the knowledge and skills required to achieve these goals, and prepare a realistic, short- and long-term personal career plan.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		The concept of career, career planning and its stages	
Week - 2		The concept of career, career planning and its stages	
Week - 3		individual career development, developing a career strategy	
Week - 4		Individual career development, developing a career strategy	
Week - 5		Career planning model, career choices in the related teaching areas	
Week - 6		career planning model, career choices in the related teaching areas	
Week - 7		Preparing a CV and CV types, CV format and examples, points to be careful in preparing a CV	
Week - 8		Preparing a CV and CV types, CV format and examples, points to be careful in preparing a CV	
Week - 9		Cover letters, introduction letters, job interview, its purposes, its methods and types	
Week - 10		Cover letters, introduction letters, job interview, its purposes, its methods and types	
Week - 11		preparing for the interview and stages of interview	
Week - 12		Preparing for the interview and stages of interview	
Week - 13		Things to experience during interviews: question types, body language-physical signs	
Week - 14		Things to experience during interviews: question types, body language-physical signs	

Learning Outcomes

#	Learning Outcome
1	Students will be able to analyze the concept of career, career planning and its stages
2	Students will be able to explore how to prepare a CV and CV types and will be able to prepare their own CVs
3	Students will be able to idetify how to get prepared for the interview and stages of interview
4	Students will be able to develop a career plan appropriate to them

Sustainable Development Goals

✓ Quality Education

Course Theme

✓ Society, Law and Communication

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	2.00	14	28
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	1.00	14	14
Ödevler	0.00	0	0
Proje - Rapor - Sunum Hazırlama	0.00	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0.00	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	8.00	1	8
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0.00	0	0
Staj Uygulaması	0.00	0	0
		Calculated ECTS	**2.0**

Assessment Method and Passing Requirements

✓ Homework

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
Final Exam	1	100
	Sum (%)	**100**