

**OSTİM TECHNICAL UNIVERSITY  
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

**COURSE SYLLABUS FORM  
2022-2023 FALL**

<b>WAP225 Workplace Application 1</b>							
<b>Course Name</b>	<b>Course Code</b>	<b>Period</b>	<b>Hours</b>	<b>Application</b>	<b>Laboratory</b>	<b>Credit</b>	<b>ECTS</b>
Workplace Application 1	WAP225	1	7	7	0	3	7

<b>Language of Instruction</b>	English
<b>Course Status</b>	Compulsory
<b>Course Level</b>	Bachelor
<b>Learning and Teaching Techniques of the Course</b>	On the Job Learning, Reporting, Communication, Group Work

**Course Objective**

The activities carried out in the workplace experience course will provide candidates with various skills that will enable them to become an experienced employee. The students' progress in understanding the future profession and gaining the competencies constituting the profession will be evaluated by the university instructors who are in close cooperation with them and the application trainers and mentors who have gained experience in their work.

**Learning Outcomes**

The students who succeeded in this course will be able;

1. To be aware of tacit knowledge in the workplace.
2. To give a written report about the job.
3. To know the customers of the workplace, to know their features.
4. To be able to make a SWOT-PESTLE analysis of the workplace.
5. Suggesting at least one accepted idea based on his/her observations and experiences regarding the workplace.
6. To know the package programs used in the workplace at a basic level.
7. To know and apply ethical rules in their work.

**Course Outline**

Students make observations and experience in the workplace one day of the week. Students take this course in business environment. The tasks and activities of the vocational candidates in this course should provide them with the opportunity to observe experienced superiors and workplace trainers on-the-job, to work individually with the students, even if they are limited.

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	13.10.2022	Orientation Week
2	20.10.2022	Orientation Week / Workplace Application
3	27.10.2022	Workplace Application
4	3.11.2022	Workplace Application
5	10.11.2022	Workplace Application
6	17.11.2022	Workplace Application
7	24.11.2022	Workplace Application
8	<b>Midterm (28.11.2022-4.12.2022)</b>	Evaluation Week with mentors/advisors Workplace Application
9	8.12.2022	Workplace Application
10	15.12.2022	Workplace Application
11	22.12.2022	Workplace Application
12	29.12.2022	Workplace Application
13	5.1.2023	Workplace Application
14	12.01.2023	Workplace Application
15	<b>Final Exam Week</b>	END TERM REPORT SUBMISSIONS AS AN ESSAY TYPE FINAL EXAM

Textbook(s)/References/Materials:
□ No textbook required

<b>Assessment</b>		
<b>Studies</b>	<b>Number</b>	<b>Contribution margin (%)</b>
Active Participation	14 weeks	
Lab		
Application		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exams / Midterm Jury / Mentor Report	1	50
General Exam / Final Jury	1	50
<b>Total</b>		<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		50
<b>Success Grade Contribution of End of Term</b>		50
<b>Total</b>		<b>100</b>

<b>Relationship Between Course Learning Outcomes and Program Competencies</b>						
<b>Nu</b>	<b>Learning Outcomes</b>	<b>Contribution Level</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1</b>	To be aware of tacit knowledge in the workplace.					x
<b>2</b>	To give a written report about the job.					x
<b>3</b>	To know the customers of the workplace, to know their features.					x
<b>4</b>	To be able to make a SWOT-PESTLE analysis of the workplace.					x
<b>5</b>	Suggesting at least one accepted idea based on his/her observations and experiences regarding the workplace.					x
<b>6</b>	To know the package programs used in the workplace at a basic level.					x
<b>7</b>	To know and apply ethical rules in their work					x
<b>ECTS / Workload Table</b>						

<b>Activities</b>	<b>Number</b>	<b>Duration (Hours)</b>	<b>Total Workload</b>
Course hours (Including the exam week: 14 x total course hours)	14	7	98
Laboratory			
Application			
Course-Specific Internship			
Field Study			
Study Time Out of Class			
Presentation / Seminar Preparation			
Projects			
Reports			
Homework			
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury			
Preparation Period for the Final Exam / General Jury	1	6	6
<b>Total Workload</b>	<b>(104/25 = 4,16)</b>		104