

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

**COURSE SYLLABUS FORM
2022-2023 FALL**

WAP325 Workplace Application 3							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Workplace Application 3	WAP325	1	7	7	0	3	7

Language of Instruction	English
Course Status	Compulsory
Course Level	Bachelor
Learning and Teaching Techniques of the Course	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. Working as a member of the team, contributing to team performance.
2. Suggesting at least three accepted ideas for workplace based on their observations and experience.
3. To know what the business negotiations are.
4. To know the strategic plans of the company where he/she has work experience.
5. To be able to use the package programs used in the workplace at an advanced level.
6. 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	14.10.2022	Orientation Week
2	21.10.2022	Orientation Week / Workplace Application
3	28.10.2022	Workplace Application
4	4.11.2022	Workplace Application
5	11.11.2022	Workplace Application
6	18.11.2022	Workplace Application
7	25.11.2022	Workplace Application
8	Midterm (28.11.2022-4.12.2022)	Evaluation Week with mentors/advisors Workplace Application
9	9.12.2022	Workplace Application
10	16.12.2022	Workplace Application
11	23.12.2022	Workplace Application
12	30.12.2022	Workplace Application
13	6.1.2023	Workplace Application
14	13.01.2023	Workplace Application
15	Final Exam Week	END TERM REPORT SUBMISSIONS AS AN ESSAY TYPE FINAL EXAM

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

Assessment		
Studies	Number	Contribution margin (%)
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
Total		100
Success Grade Contribution of Semester Studies		50
Success Grade Contribution of End of Term		50
Total		100

Relationship Between Course Learning Outcomes and Program Competencies						
	Learning Outcomes	Contribution Level				
		1	2	3	4	5
1	Working as a member of the team, contributing to team performance.					x
2	Suggesting at least three accepted ideas for workplace based on their observations and experience.					x
3	To know what the business negotiations are.					x
4	To know the strategic plans of the company where he/she has work experience.					x
5	To be able to use the package programs used in the workplace at an advanced level.					x
6	To know and apply ethical rules in their work.					x
ECTS / Workload Table						

Activities	Number	Duration (Hours)	Total Workload
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
Total Workload	(104/25 = 4,16)		104