

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

**COURSE SYLLABUS FORM  
2020-2021 SPRING**

<b>WED124 Workplace Education</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 Education	WED124	2	7	0	7	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

<b>Course Objective</b>	
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.	

<b>Learning Outcomes</b>
<p>The students who succeeded in this course will be able;</p> <ul style="list-style-type: none"> <li>▪ To be trained in accordance with the needs of the market by making the applications in laboratories that live in the market instead of the laboratories created in the school.</li> <li>▪ To achieve gains about like; <ul style="list-style-type: none"> <li>○ Analyzing basic economic indicators, establishing the idea of establishing a business, operating the business, performing management functions, managing human resources, managing the production process, managing marketing activities, financial / financial of the business managing its structure, knowing and complying with the concepts of professional ethics and morality.</li> </ul> </li> <li>▪ To assess practical implications of theoretical knowledge acquired at the university</li> <li>▪ To reach area-specific information sources by using various databases</li> <li>▪ To present obtained information in a formal report</li> </ul> <p>To produce alternatives individually or collectively in order to solve problems</p>

<b>Course Outline</b>
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	22.02.2021	Orientation
2	01.03.2021	Workplace Experience
3	08.03.2021	Workplace Experience
4	15.03.2021	Workplace Experience
5	22.03.2021	Workplace Experience
6	29.03.2021	Workplace Experience
7	5.4.2021	Workplace Experience
8	<b>Midterm (12.04.2021)</b>	Evaluation Week with mentors/advisors
9	19.04.2021	Workplace Experience
10	26.04.2021	Workplace Experience
11	3.05.2021	Workplace Experience
12	10.05.2021	Workplace Experience
13	17.05.2021	Workplace Experience
14	24.05.2021	Workplace Experience
15	31.05.2021	Workplace Experience
16	<b>Final Exam</b>	END TERM REPORT SUBMISSIONS AS AN ESSAY TYPE FINAL EXAM

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

Assessment		
Studies	Number	Contribution margin (%)
Active Participation	15	40
Lab		
Application		
Field Study		

Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exams / Midterm Jury		
General Exam / Final Jury	1	60
<b>Total</b>		<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		40
<b>Success Grade Contribution of End of Term</b>		60
<b>Total</b>		<b>100</b>

Relationship Between Course Learning Outcomes and Program Competencies						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
1	To be trained in accordance with the needs of the market by making the applications in laboratories that live in the market instead of the laboratories created in the school					x
2	To assess practical implications of theoretical knowledge acquired at the university					x
3	To present obtained information in a formal report					x

<b>ECTS / Workload Table</b>			
Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week: 16 x total course hours)	16	7	112
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>(118/25 = 4,72)</b>		<b>118</b>