

**OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF BUSINESS ADMINISTRATION
COURSE SYLLABUS FORM**

IUL 151 Introduction to University Life							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Introduction to University Life	IUL 151	1	2	0	0	2	2

Language of Instruction	English
Course Status	Compulsory
Course Level	Bachelor
Learning and Teaching Techniques of the Course	Lecture, Discussion, Reaction Papers, Seminars and Out of Class Activities

Course Objective
It is a course that aims to adapt to the new environment of the university in a pleasant way, consisting of various activities that will be offered in addition to academic studies, for our students to adapt to university life. These activities will support students as an active individual with programs that can help students to achieve their goals and contribute to their personal development. The course, which is focused on socio-cultural activities, aims to create an awareness about intellectual curiosity, cultural sensitivity and taking responsibility, by giving you a weekly break, and to improve students' vision as well as to educate them as a beneficial individual to the society and the world. In addition to these activities the course aims to make students become familiar to some basic knowledge and competence of being a graduate student.

Learning Outcomes
<p>The students who succeeded in this course will be able;</p> <ul style="list-style-type: none"> • To maximize their learning outcomes regarding other courses • prepare them to be more employable after graduating • aware of the content of their departments <p>Students will be given information and advice on how to</p> <ul style="list-style-type: none"> • communicate in a proper way with their lecturers and classmates • manage effectively their time • become aware of some social, cultural and academic facilities that may enhance their vision
Course Outline

In this course; First, students will be given information about the university level education in times of a global pandemic. Ice-breaking session will enable students to understand each other and share the experiences. New entrants to the university will be informed about how to be successful during their university level education. Tips of time management, following the courses, taking notes and preparation for the exams will be discussed. Then, students will be informed about different forms of knowledge including academic and non-academic knowledge. The necessities of making academic research including some information of methodology will be provided. Students will be advised form to do, to read, to see, to visit, to listen and to write lists that will include a visionary path for them which they should fulfill before graduation. Field experts of economics and international trade and finance will be invited to the online-class seminar to share their real-life experiences and advices to the students. Students will be assigned to watch some documentaries that will be discussed afterwards during the class. Students will be encouraged to visit some online museums worldwide, listen some inspiring speeches.

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	Ice Breaking Session Introduction to the University Life Do you know our building? / Departments?	Tell us about yourself (country, city, hobbies) Outline of the course, information about responsibilities Expectations Definition of the reaction paper How to use an elevator?
2	Academia College Success	Reading Assignment: Article "College success" Discussion about the article Lecture and Discussion about forms of learning and studying Class Activity (1): Writing an email Post-Class Activity (2): Time management (3) What is the museum card? Everyone should take one!
3	Movie Week	Example : The Emperor's Club
4	Academic Learning & Research	Definition Identifying academic and non-academic sources Effective reading Skill sets and note-taking methods Citing and listing references Plagiarism & Citing Tips
5	Documentary Week – Theatre Week	Example:Guns, Germs and Steel
6	Seminar Week – Concert Week	

7	Exam techniques & preparing for Midterm week	Class Lecture and Discussion over: Techniques for different styles of exams questions Class Discussion about the documentary of Guns, Germs and Steel
8	MIDTERM EXAM	
9	Museum Week	Pre-Class Assignment: Read the Articles/Chapters assigned about branding museums Out-door Activity- Visit to İşbank Museum of Economic Independence
10	Documentary week	Examples: (1) Is Wal-Mart Good for America? (2) The Ascent of Money Class
11	Elderly Care Week	Pre-Class Assignment: Read the Articles/Chapters assigned about elderly care Class Activity: Discussion about articles in relation with the concepts of mercy and modesty and with the personal or community responsibilities towards the ones need of care. Out-door Activity: Visiting (online option possible) an elderly care center
12	Animal Rights Week Movie	Pre-Class Assignment: Read the Articles/Chapters assigned about animal rights Hachi: A Dog's Tale (Hachiko: A Dog's Story) Outdoor Activity Visiting (online option possible) visit an elderly care or animal care center!!
13	Presentation Skills	What makes a successful presentation? Handling questions effectively Preparation vs Delivery Post-Class Assignment: Prepare a poster to be presented in a national or international conference!!
14	Seminar Week	
15	Movie Week	Example: The Man Who Knew Infinity
16	FINAL EXAM	

Textbook(s)/References/Materials:

- Putnam, A. L., Sungkhasettee, V. W., & Roediger III, H. L. (2016). Optimizing learning in college: tips from cognitive psychology. Perspectives on Psychological Science, 11(5), 652-660.
- Creative Commons Attribution., (2015), College Success, University Of Minnesota Libraries Publishing Edition
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- McLean, F. (2012). Marketing the museum. Routledge.
- Rentschler, R. (2004). Museum marketing: understanding different types of audiences. Arts marketing, 139-158.
- Weyers, J., & McMillan, K. (2011). How to write essays & assignments. Pearson Education.
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- Kremer, M. (2005). How welfare states care: Culture, gender and citizenship in Europe (Doctoral dissertation, Utrecht University).
- GÜRLER, A. M., Melikoğlu, B., & Osmanağaoğlu, Ş. (2011). A Historical evaluation of animal protection efforts of non-governmental organizations in Turkey. Kafkas Üniversitesi Veterinerlik Fakültesi Dergisi, 17, 901-908.
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- <https://sanalmuze.gov.tr/>
- <https://www.theguardian.com/travel/2020/mar/23/10-of-the-worlds-best-virtual-museum-and-art-gallery-tours>
- <https://library.bilkent.edu.tr/virtual-museums-exhibitions/>
- <https://www.louvre.fr/en/visites-en-ligne>
- <https://naturalhistory.si.edu/visit/virtual-tour>
- <https://www.belbin.com/about/belbin-team-roles/>
- <https://www.youtube.com/watch?v=lbl1gsls0Pg> (for Guns, Germs and Steel)
- <http://www.pbs.org/wnet/ascentofmoney/>
- <http://www.pbs.org/wgbh/pages/frontline/shows/walmart/>

Assessment		
Studies	Number	Contribution margin (%)
Continuity		
Lab		
Application		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		

Seminar		
Midterm Exams / Midterm Jury / Report	1	40
General Exam / Final Jury	1	60
Total		100
Success Grade Contribution of Semester Studies		40
Success Grade Contribution of End of Term		60
Total		100

ECTS / Workload Table

Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week: 16 x total course hours)	16	2	32
Laboratory			
Application			
Course-Specific Internship			
Field Study			
Study Time Out of Class	16	1	16
Presentation / Seminar Preparation			
Projects			
Reports			
Homework			
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury	1	6	6
Preparation Period for the Final Exam / General Jury	1	6	6
Total Workload/25 hours	(60/25 = 1.5)		60
ECTS	2		

Relationship Between Course Learning Outcomes and Program Competencies

No	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	Maximize students' learning outcomes regarding other courses					x
LO2	Prepare students to be more employable after graduating					x
LO3	Students become aware of the content of their departments					x
LO4	Students communicate in a proper way with their lecturers and classmates					x
LO5	Students manage effectively their time					x
LO6	Students become aware of some social, cultural and academic facilities that may enhance their vision					x

Relationship Between Course Learning Outcomes and Program Competencies								
No	Program Competencies	Learning Outcomes						TotalEffect (1-5)
		L01	L02	L03	L04	L05	L06	
1	Know the basic concepts and practical information about the science of business administration and core business activities	X	X	X	X		X	5
2	Evaluate global and local issues by using ideas and concepts from the field of business administration; examine and analyze management related information and applications in line with scientific principles by using appropriate qualitative and quantitative methods; interpret and synthesize the data and find solutions to business related problems		X		X	X	X	4
3	Take responsibility as a member of an interdisciplinary team to solve unpredictable and complex business problems; be able to work effectively in teams of various functions and disciplines; effectively carry out project activities		X	X	X	X	X	5
4	Carry out independent studies in the field by utilizing obtained knowledge and skills	X		X	X	X		4
5	Set goals and objectives for the institution he/she works at; detect and solve basic problems; analyze the internal and external environment of the business; evaluate the developments, support continuous improvement and provide innovative strategies	X	X	X		X	X	5
6	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them		X		X	X	X	4
7	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability		X		X	X	X	4

8	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs	X	X			X	X	4
9	Inform stakeholders with a sense of social responsibility as an individual with effective communication skills; share his/her emotions, thoughts and solutions to problems verbally and in writing; understand the behaviors and psychology of his/her colleagues		X	X	X	X	X	5
10	Use the information and communication technologies and computer software required by the field			X	X	X		3
11	Effectively use English to follow, read, write and speak about the universal information in the field of business and management sciences and be able to communicate with colleagues in a foreign language with professional proficiency		X		X		X	3
12	Act according to the law in all his/her affairs; have a sense of professional and ethical responsibility and code of business conduct and act in line with social values		X	X	X		X	4
13	Be aware of the contemporary business problems as well as the interdisciplinary scope of business administration and analyze these; have the competence to understand the effects of business and management sciences on these problems on a universal, environmental, legal, social and societal level and in terms of health, security and globalization	X			X	X	X	4
14	Give research proposals, be able to design research studies, prepare and present research reports	X		X	X	X		4
15	Manage work time and personal time; fulfil the requirements of his/her duties on time	X	X	X	X	X		5
16	Have the competence to work in non-governmental organizations, private sector and public entities		X	X		X	X	4

Total Effect		67
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Policies and Procedures
Web page: https://www.ostimteknik.edu.tr/business-administration-1240/907
Exams: The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, ie. open-ended questions, which can also be in the form of problems or multiple-choice questions. The case could also be carried to the Dean's Office for additional disciplinary action.
Assignments: Quizzes and Homework, Reaction papers (Assignments) might be applicable. Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately.
Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam. The medical report must be from a state hospital.
Projects: Not applicable.
Attendance: Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.
Objections: If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.