

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

WAP 225 Workplace Application 1							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Workplace Application 1	WAP 225	3	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, GroupWork

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
<p>The students who succeeded in this course will be able;</p> <ol style="list-style-type: none"> 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	Orientation Week	
2	Orientation Week / Workplace Application	
3	Workplace Application	
4	Workplace Application	
5	Workplace Application	
6	Workplace Application	
7	Workplace Application	
8	MIDTERM EXAM	
9	Workplace Application	
10	Workplace Application	
11	Workplace Application	
12	Workplace Application	
13	Workplace Application	

14	Workplace Application	
15	FINAL EXAM	

Textbook(s)/References/Materials:
Textbook:
Supplementary References:
Other Materials:

Assessment		
Studies	Number	Contribution margin (%)
Attendance		
Lab		
Class participation and performance		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury	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

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week): 16 x totalcourse hours)	14	7	98
Laboratory			
Application			
Course-Specific Internship (if any)	14	7	98
Field Study			
Study Time Out of Class			
Presentation / Seminar Preparation			
Projects			
Reports	14	1	14
Homework			
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury			
Preparation Period for the Final Exam / General Jury	1	6	6
Total Workload	(216/30 = 7,20)		216

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	To be aware of tacit knowledge in the workplace.					X
LO2	To give a written report about the job.					X
LO3	To know the customers of the workplace, to know their features.					X
LO4	To be able to make a SWOT-PESTLE analysis of the workplace.					X
LO5	Suggesting at least one accepted idea based on his/her observations and experiences regarding the workplace.					X
LO6	To know the package programs used in the workplace at a basic level.					X
LO7	To know and apply ethical rules in their work					

Relationship Between Course Learning Outcomes and Program Competencies (Department of Business Administration)									
Nu	Program Competencies	Learning Outcomes							Total Effect (1-5)
		LO1	LO2	LO3	LO4	LO5	LO6	LO7	
1	Know the basic concepts and practical information about the science of business administration and core business activities	X	X	X	X	X	X	X	2
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 synthesise the data and find solutions to business related problems	X	X	X	X	X	X	X	2
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		1
4	Carry out independent studies in the field by utilizing obtained knowledge and skills				X	X			2
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			1
6	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them								
7	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability								1
8	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs								1
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								

10	Use the information and communication technologies and computer software required by the field						X		2
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								
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	1
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								
14	Give research proposals, be able to design research studies, prepare and present research reports				X	X		X	1
15	Manage work time and personal time; fulfil the requirements of his/her duties on time								2
16	Have the competence to work in non-governmental organizations, private sector and public entities	X	X	X	X	X	X		2
Total Effect									18

Policies and Procedures
Web page: https://www.ostimtekni.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.
Assignments: Homework (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.