

FINAL INTERNATIONAL UNIVERSITY- FACULTY OF EDUCATION



English Language Teaching Program Course Outline

Course Code	Course Title	Course Type	Weekly Course Hours	Total Credit	ECTS	Pre-requisite	Language of Instruction
GCED009	Career Planing and Development	Faculty Elective	2 0 2	2	3	None	English
Course Description		The course focuses on Career Concept, Career Planning, Relationship of Career Planning with Vocational Counseling, Individual Career Development, Types of CV and CV preparation, Job Interview, Career planning process, Evaluation of the Turkish education system in line with career planning, Applicability of career planning in schools I, Applicability of career planning in schools II, Life career planning for life I, career planning for life II, career planning for retirement, repetition and feedback topics within a chosen syllabus.					
General objective of the course		The aim of the course is to introduce contemporary career planning methods compatible with real life problems in the rapidly changing economic, social, cultural, ethical and legal conditions of the business world and to provide students with the ability to adapt them to their own lives. Career Planning is a problem-solving					
LEARNING OUTCOMES /COMPETENCES							
	L.O.	More specifically, on successful completion of this course the students will					P.O.
Knowledge	1	• Describe some of the basic concepts and principles of career planing and development					PO2
	2	• Demonstrate knowledge of assessment in career planing					PO2, PO5
	3	• Describe Individual and organizational career planning and stages					PO2
Skills	4	• Design curriculum vitae in different formats					PO6
	5	• Organize the things to be considered in job selection and interviews					PO6
	6	• prepare a good cover letter explaining the job application motivation and purpose					PO6
	7	• Integrate digital technologies into online job applications and interviews					PO10
Values, Attitudes and Behaviors	8	• Play a constructive role during organizing programs for career development considering care					PO8
	9	• Equipped to cooperate with colleagues in work environments					PO8
	10	• Demonstrate a positive attitude towards professional career development					PO8
Textbooks and other materials		<ul style="list-style-type: none"> • Selected chapters from the following books Baruch, Y. 2004. Managing careers: Theory and practice. England: Pearson Education. Bright, J., & Earl, J. 2004. Resumes that get short-listed. Australia: Allen. Brown, D. 2007. Career information, career counseling, and career development (9th ed.). Boston: Pearson. Harrington, B. & Hall, D. 2007. Career management and work-life integration: Using selfassessment to navigate contemporary careers. Los Angeles: Sage publications 					
CONTENT & WEEKLY SCHEDULE							
WEEK	Topics	L.O.	Assessment				
Week 1	<ul style="list-style-type: none"> • Understand course requirements, learning outcomes and assessment procedures • Demonstrate knowledge of assessment in career planing • Describe some of the basic concepts and principles of career planing and development 	1, 2	Midterm Exam				
Week 2	<ul style="list-style-type: none"> • Demonstrate knowledge of Career Planning and Career Development, models • Develops career planning considering different theories • Explains career trends in Turkey and the World 	1.8	Midterm Exam				

Week 3	<ul style="list-style-type: none"> Develop awareness of assessment in expectations of the business world from new graduates into their work 	2.3	Midterm Exam
Week 4	<ul style="list-style-type: none"> Develop awareness of assessment in Methods of preparing a resume and cover letter Contribute to a discussion about job application and interview preparations 	2, 5, 10	Midterm Exam Classroom Discussion (Active Part.)
Week 5	<ul style="list-style-type: none"> Demonstrate understanding of resume and cover letter organization Explain the difference between curriculum vitae and cover letter Report their reflections on their observations 	4.1	Midterm Exam
Week 6	<ul style="list-style-type: none"> Explain the benefit of Career management of job placement and organizational career planning in terms of individual and organization Demonstrate knowledge of preparing a in career management plan 	3, 4, 6	Midterm Exam
Week 7	<ul style="list-style-type: none"> Contribute to a discussion about the Career planning issues, special circumstances, employees, career plateau, skill obsolescence, unlimited career 	3.6	Midterm Exam Assignments
Week 8	Midterm Exams		
Weeks 9	Discuss career stages, knowing your personal preferences	3	Final Exam
Week 10	<ul style="list-style-type: none"> Summarize career planning issues, special circumstances, employees, career plateau, skill obsolescence, unlimited career 	3, 4, 6	Final Exam
Week 11	<ul style="list-style-type: none"> Explain the benefit of establishing home and work-life balance 	8	Classroom Dis. (Active Part.)
Week 12	<ul style="list-style-type: none"> Explain career trends in the world 	8	Final Exam
Week 13	<ul style="list-style-type: none"> Demonstrate understanding of how to conduct an impressive job interview and information on interview techniques 	6,8,10	Final Exam Assignments
Week 14	<ul style="list-style-type: none"> Complete a drama session of a job interview 	10	Final Exam
Week 15	<ul style="list-style-type: none"> Complete a effective job interview dramatizations 	10	Final Exam
Week 16	Final Exams		
TEACHING - LEARNING APPROACH			
	This course is based on classroom practice (discussion, pair-work, group-work, projects) facilitated by instructor input as well as classroom observations by students.		
REQUIREMENTS			
<ul style="list-style-type: none"> This is a 5 ECTS course. Students should expect to be studying inside and outside the classroom for an average of 7 hours per week. You are expected to come to class prepared to demonstrate effective participation in class discussions. Students should take the mid-term examination and the final examination at the specified date and time and complete any given assignments promptly. There is a strong continuous assessment dimension to this course. Students are strongly advised to attend all classes. 70% attendance is a requirement for a passing grade. Students should avoid plagiarism, which is intentionally failing to give credit to sources used in writing (or speaking) regardless of whether they are published or unpublished. Plagiarism (which also includes any kind of cheating in exams) is a disciplinary offence. All references should be formatted using the APA System. 			

TIME SPENT FOR THE COURSE AND ECTS CREDIT CALCULATION			
Activity	Number	Time (hour)	Total time (hour)
Lecture time (14xperiods per week)	16	2	32
Out of class Study time (14xstudy time per week)	16	1	16
Time spent for assignment	2	5	10
Time spent studying for the midterm exam	1	12	12
	0	0	0
Time spent studying for the final exam	1	14	14
Total time spent			84
Total time spent / 25(hours)			3.36
ECTS Credits			3

METHODS OF ASSESSMENT

Student success will be evaluated as the following:

Type of assessment	Number	Weight (%)	Total (%)	L.O.
Midterm Exam	1	30	30	1, 2, 3, 4
Classwork/Homework assignments • To actively and constructively participate in all aspects of the course both inside and outside the classroom, including completion of in-class tasks and submission of short homework tasks	2	10	20	7, 8, 9, 10
	0	0	0	
Classroom discussions (Active Participation)	1	10-Jan	10	4, 5, 6, 9, 10
Final Exam	1	40	40	1, 2, 3, 4
Grand Total			100	