

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

**COURSE SYLLABUS FORM
2022-2023 FALL**

WAP225 Workplace Application 1							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Workplace Application 1	WAP225	3	6	6	0	3	4

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. 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	Orientation Week
2	Orientation Week / Workplace Application	Orientation Week / Workplace Application
3	Workplace Application	Workplace Application
4	Workplace Application	Workplace Application
5	Workplace Application	Workplace Application
6	Workplace Application	Workplace Application
7	Workplace Application	Workplace Application
8	MIDTERM EXAM	
9	Workplace Application	Workplace Application
10	Workplace Application	Workplace Application
11	Workplace Application	Workplace Application
12	Workplace Application	Workplace Application
13	Workplace Application	Workplace Application
14	Workplace Application	Workplace Application
15	Workplace Application	Workplace Application
16	FINAL EXAM	

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

Assessment		
Studies	Number	Contribution margin (%)
Active Participation		
Lab		
Application		
Field Study		
Course-Specific Internship (if any)		

Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exams / Midterm Jury / Mentor 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)			
Laboratory			
Application	16	6	96
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	1	6	6
Preparation Period for the Final Exam / General Jury	1	6	6
Total Workload/25 hours	(108/25 = 4,16)		108
ECTS	4		

Relationship Between Course Learning Outcomes and Program Competencies						
No	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	To manage a business team					x

L02	To suggest at least four ideas that are accepted to be implemented based on their observations and experience about the workplace.						x
L03	To participate as an observer in the negotiations at the workplace.						x
L04	To develop business strategy by benchmarking business strategy. (In at least one of the fields of Marketing, Finance, Management, and Decision Support Systems)						x
L05	To know and apply ethical rules in their work.						x

Relationship Between Course Learning Outcomes and Program Competencies (Department of Economics)							
Nu	Program Competencies	Learning Outcomes					Total Effect (1-5)
		L01	L02	L03	L04	L05	
1	Know the basic concepts used in economics, the relations between concepts, economic theories, the functioning mechanisms of the economy, and the development processes of economies over time.		X	X	X		4
2	Know how to obtain economic data and the research methods for processing and evaluating the obtained data by using various computer programs when necessary.	X	X	X			4

3	Follow current developments in national and international macroeconomic conjuncture and world economic relations and can suggest economic policies to be used in case of economic problems.	X			X		3
4	Acquire the capacity to conduct individual research on the field, interpret the results, and compare them with theoretical propositions.	X		X	X	X	5
5	Scrutinize and interpret all kinds of knowledge in the field of economics, including theoretical and statistical information, through analysis within the framework of cause-effect relationships.	X	X	X	X	X	5
6	Present solutions and opinions about the problems analyzed by supporting them with qualitative and quantitative data, use analytical language and support the used approach with visual and graphical materials.		X	X	X	X	3
7	Gain advanced skills in software and programming languages that assist analysis in the econometric field and can adapt to new software and programming languages	X	X	X			1
8	Support the acquired theoretical knowledge of economics with econometric and statistical calculations, analyze and evaluate phenomena using software and programming languages within the framework of analytical thinking.		X	X			1
9	Develop the ability to analyze unexpected and complex problems to be encountered during professional practice, can take responsibility as an individual or team member for solving the problem, and take initiative when necessary.	X	X	X	X	X	5
10	Develop critical thinking and produce solutions to policy issues by adapting the theoretical and analytical knowledge of different conceptual frameworks.		X	X	X		3
11	Exhibit approaches that will adapt to the speed of globalization, innovations and technological developments.		X	X		X	1

12	Having an entrepreneurial spirit, developing original and innovative ideas, and solution proposals and assuming responsibility.	X	X	X		X	3
13	Pay maximum attention to social responsibilities, ethical sensitivities, and legal framework in theoretical and practical studies.	X	X	X			3
14	Communicate with peers, colleagues, co-workers, employees and managers with common sense, empathy and situational awareness.	X	X	X		X	4
15	Communicate effectively with colleagues, senior managers and the market, both in the mother tongue and in at least one foreign language (English).	X	X	X		X	4
Total Effect							49

Policies and Procedures
Web page: https://www.ostimteknik.edu.tr/ekonomi-bolumu-707 https://www.ostimteknik.edu.tr/economics-752
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, i.e. 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 (Assignments) might be applicable. Scientific Research Ethics Rules are essential 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.