

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

**COURSE SYLLABUS FORM
2022-2023 SPRING**

ITF400 Graduation Project							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Graduation Project	ITF400	8	10	10	0	5	8

Language of Instruction	English
Course Status	Compulsory
Course Level	Bachelor
Learning and Teaching Techniques of the Course	Question-Answer, Problem Solving, Teamwork, Report Writing

Course Objective
Transdisciplinary project courses have proven to be valuable tools in preparing students for professional life. They do this by helping students to: 1) broaden their theoretical and empirical knowledge beyond their own disciplinary boundaries; 2) learn how to apply theoretical knowledge to ‘real world’ issues; 3) learn to communicate and cooperate across disciplines.

Learning Outcomes
On successful completion of this course, candidates should be able to: <ol style="list-style-type: none"> 1. Apply their theoretical knowledge to ‘real world’ issues 2. Evaluate existing literature and data and relate it to the project 3. Manage a group or personal project. 4. Improve writing skills such as self-editing, getting feedback, rewriting, mastering academic style 5. Broaden their horizons beyond their own discipline

Course Outline
In this course, each student prepares their project on a company basis, and the work is managed with company visits by the consultant lecturer. This course includes the project work process that will solve the company's problem. First each student will determine a topic that will be related with his/her company. The topic will be discussed with the advisor and mentor in the company. Then each student will submit progress report on monthly basis to his/her mentor and advisor. At the end of the semester, students are expected to present a report and make a presentation of their graduation project to the department jury.

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	Orientation Week	<ul style="list-style-type: none"> – Observation of the workplace to determine the project topics – Identification of the problem
2	Submission of the project application form to the advisor	<ul style="list-style-type: none"> – Identification of the problem – Submission of the application form according to the department template
3	Working on the project	<ul style="list-style-type: none"> – Literature Review
4	Working on the project	<ul style="list-style-type: none"> – Determination of the Methodology together with data – Submission of the 1st progress report
5	Working on the project	<ul style="list-style-type: none"> – Data Collection
6	Working on the project	<ul style="list-style-type: none"> – Data Collection - Analysis
7	Working on the project	<ul style="list-style-type: none"> – Data Analysis
8	MIDTERM EXAM- Submission of the 2nd progress report	
9	Working on the project	<ul style="list-style-type: none"> – Progress Discussion with the mentor
10	Working on the project	<ul style="list-style-type: none"> – Revisions on Analysis and/or literature
11	Working on the project	<ul style="list-style-type: none"> – Writing the final report
12	Working on the project	<ul style="list-style-type: none"> – Writing the final report
13	Working on the project	<ul style="list-style-type: none"> – Writing the final report
14	Presentation of the projects to the Jury	<ul style="list-style-type: none"> – Prepare the presentation according to the template determined by department
15	Presentation of the projects to the Jury	<ul style="list-style-type: none"> – Prepare the presentation according to the template determined by department
16	FINAL EXAM- Submission of the final report	
Textbook (s)/References/Materials:		
Textbook: No textbook required		
Supplementary References: Eco, U. (1977). How to write a thesis? . The MIT Press		
Assessment		
Studies	Number	Contribution margin (%)
Attendance		
Lab		
Classroom and application performance grade		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		

Presentation		
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury/Progress Reports	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	10	160
Laboratory			
Application			
Course-Specific Internship			
Field Study			
Study Time Out of Class	16	4	64
Presentation / Seminar Preparation			
Projects			
Reports			
Homework	4	4	16
Quizzes / Studio Review			
Preparation Time for Midterm Exam / Midterm Jury	1	6	6
Preparation Period for the Final Exam / General Jury	1	6	6
Total Workload/25 hours		(252/25 = 10.08)	
ECTS		8	

Relationship Between Course Learning Outcomes and Program Competencies						
No	Learning Outcomes	Contribution Level				
		1	2	3	4	5
L01	Apply their theoretical knowledge to ‘real world’ issues					X
L02	Evaluate existing literature and data and relate it to the project					X
L03	Manage a group or personal project					X
L04	Improve writing skills such as self-editing, getting feedback, rewriting, mastering academic style					X
L05	Broaden their horizons beyond their own discipline					X

Relationship Between Course Learning Outcomes and Program Competencies							
No	Program Competencies	Learning Outcomes					Total Effect(1-5)
		L01	L02	L03	L04	L05	
1	Have advanced theoretical and up-to-date knowledge in discipline-specific areas such as international trade, finance, logistics, and general business and international business such as economics, marketing, management, accounting.	X	X	X	X	X	5
2	Evaluate, follow, absorb and transfer new information in the field of international trade.	X	X	X	X	X	5
3	Conduct market research, carry out projects and develop strategies for a business to open up to international markets.	X	X	X	X	X	5
4	Use knowledge of national and international trade law and legislation in the management of international commercial operation processes.	X	X	X		X	4
5	Work independently and within an organization, using the knowledge and skills acquired in the field and adopting continuous learning.	X		X		X	3
6	Have the ability to apply her theoretical knowledge in real life, with the experience she/he will gain through practice in departments such as marketing, accounting, foreign trade, finance, logistics.	X	X	X		X	4
7	Have the theoretical knowledge to carry out export, import, customs clearance, logistics, taxation and other international trade activities within the scope of global and regional commercial and economic organizations.	X	X	X	X	X	5
8	Can develop a business idea, commercialize the business idea, and design and manage their own venture using their entrepreneurial knowledge.	X	X	X	X	X	5
9	Using strategic, critical, innovative and analytical thinking skills, actively take part in the decision-making processes of the enterprise in the field of foreign trade and finance.	X	X	X	X	X	5
10	Act in accordance with ethical values, respectful to the environment, social and universal values in all activities it will carry out in its field.	X	X	X	X	X	5
11	Have the skills to follow up-to-date information at national and international level, to gather information about field, and to communicate with international institutions / organizations using her/him knowledge of English.	X	X	X	X	X	5
12	Gain professional competencies to take charge in national and international businesses, public and private sector organizations	X	X	X	X	X	5
13	Can evaluate the problems and conflicts encountered in all areas related to international trade from different perspectives with a holistic approach and produce value-based solutions.	X	X	X	X	X	5
Total Effect							61

Policies and Procedures	
Web page:	https://www.ostimteknik.edu.tr/uluslararasi-ticaret-ve-finansman-bolumu-209 https://www.ostimteknik.edu.tr/international-trade-and-finance-232
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 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.	