

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

WEX 426 Workplace Experience III							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Workplace Experience III	WEX 426	8	30	30	0	15	22

Language of Instruction	English
Course Status	Compulsory
Course Level	Bachelor
Learning and Teaching Techniques of the Course	Lecture, Question-Answer, Observe, Analyze, Reporting.

Course Objective
<p>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. Students will have the opportunity to apply their in-depth knowledge about workplace practices through the studies they will do during this period. Thus, they will have the chance to observe the effects of their actions related to business life in more depth.</p>

Learning Outcomes
<p>The students who succeeded in this course will be able;</p> <ul style="list-style-type: none"> • To complete the graduation thesis in a way that will be beneficial to the business. • To lead the team in the workplace. • To participate in negotiations on behalf of the workplace. • To participate in performance appraisal activities in the enterprise. • To know and apply ethical rules in their work. • To carry out an application/presentation that will raise awareness about sustainability in the workplace. • To complete the graduation thesis in a way that will be beneficial to the business

Course Outline

With this experience/training, students have the opportunity to apply the theoretical knowledge they have gained about the Turkish labor market, its rules and business processes. They have practical knowledge of what to do in any situation they may encounter in the workplace. Graduation thesis should be terminated within the period. Graduation thesis must be related to at least one problem of the company. The reports and theses should be prepared and presented according to the OSTİM Technical University Graduate Thesis writing guide.

Weekly Topics and Related Preparation Studies

Weeks	Topics	Preparation Studies
1	General rules about workplace experience	Textbooks and course notes
2	Thesis proposal	Textbooks and course notes
3	Performance appraisal (individual/team)	Textbooks and course notes
4	Ethical rules	Textbooks and course notes
5	Business sustainability	Textbooks and course notes
6	Job negotiations	Textbooks and course notes
7	Team leadership	Textbooks and course notes
8	MIDTERM EXAM	
9	Strategic management issues of the firm	Textbooks and course notes
10	HRM issues of the firm	Textbooks and course notes
11	Finance issues of the firm	Textbooks and course notes
12	Marketing issues of the firm	Textbooks and course notes
13	MIS issues of the firm	Textbooks and course notes

14	Decision making issues of the firm	Textbooks and course notes
15	Innovational and Technological issues of the firm	Textbooks and course notes
16	FINAL EXAM	
Textbook(s)/References/Materials:		
Textbook: OSTİM Technical University Career Planning Center's Instruction manual.		
Supplementary References: Conservatory firm's "business handbook" and company's rules Business Laws		
Other Materials:		

Assessment		
Studies	Number	Contribution margin (%)
Attendance	16	16
Lab		
Class participation and performance	1	4
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury	1	30
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 total course hours)			
Laboratory			
Application			
Course-Specific Internship (if any)	16	30	480
Field Study			
Study Time Out of Class			
Presentation / Seminar Preparation	2	10	20
Projects	1	96	96
Reports	2	16	32
Homework			
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury	1	20	20
Preparation Period for the Final Exam / General Jury	1	20	20
Total Workload		(668/30 = 22,2)	668

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	To complete the graduation thesis in a way that will be beneficial to the business.					X
LO2	To lead the team in the workplace.					X
LO3	To participate in negotiations on behalf of the workplace.					X
LO4	To participate in performance appraisal activities in the enterprise.					X
LO5	To know and apply ethical rules in their work.					X
LO6	To carry out an application/presentation that will raise awareness about sustainability in the workplace.					X
LO7	To complete the graduation thesis in a way that will be beneficial to the business.					X

Relationship Between Course Learning Outcomes and Program Competencies (Department of Management Information Systems)								
Nu	Program Competencies	Learning Outcomes						Total Effect (1-5)
		LO1	LO2	LO3	LO4	LO5	LO6	
1	Recognize and distinguish the basic concepts such as data, information, and knowledge in the field of Management Information Systems and know the processes to be followed for data acquisition, storage, updating, and security.							
2	Develop and manage databases suitable for collecting, storing, and updating data.							
3	As a result of his/her ability to think algorithmically, easily find solutions to the problems concerning the basic business functions.		X	X	X	X		5
4	Learn programming logic, have information about current programming languages.							
5	Be able to use up-to-date programming languages.							
6	Be able to take part in teamwork or lead a team using knowledge of project management processes.	X	X					4
7	Know ethical and legal rules, use professional field knowledge within the scope of ethical and legal rules.					X		3
8	Have knowledge in the fundamental areas of business administration namely management and organization, production, finance, marketing, numerical methods, accounting, etc., and have the knowledge and skills to work in-depth in	X	X	X	X	X	X	5

	at least one of them.							
9	Be able to solve the problems encountered in the field of internet programming by designing web applications.							
10	Develop and manage logistics and supply chain management activities		X					2
11	Adapt his/her theoretical knowledge and the experience he/she will gain through practice at the departments of businesses such as information technologies, R&D, and management to real life.	X	X				X	3
12	Be able to develop strategies that will provide a competitive advantage with his/her advanced knowledge of management strategies and management functions.			X	X	X		3
13	Develop a business idea, commercialize the business idea, and design and manage his/her own venture using entrepreneurial knowledge.	X					X	5
14	By using English effectively, they can follow, read, write, speak and communicate universal information in the field of management information systems in a foreign language with professional competence.							
Total Effect								30

Policies and Procedures

Web page: <https://www.ostimteknik.edu.tr/management-information-systems-english-1241/915>

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: Assignments will have the aim to help students learn the current topics in strategic management and business policy. 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.