



YOZGAT BOZOK UNIVERSITY FACULTY OF ARTS AND SCIENCES
COURSE TEACHING PLAN OF DEPARTMENT OF ARCHEOLOGY

Course Code	Course Name	Semester	Course Type (C/E)	T+A+L (Hours/Week)	Credits	ECTS	Education Language
KAR001	Career Planning	2	C	1+0+0	1	2	Turkish

COURSE INFORMATION

Course Catalog Description (Content)	Career concept, Career planning, Relationship between career planning and vocational counseling Individual career development CV preparation and CV types Job interview Career planning process Evaluation of Turkish education system in line with career planning Applicability of career counseling in schools Lifelong career planning Career planning in retirement
The Aim of the Course	The aim of this course is to gain knowledge and skills about getting to know the individual in line with the interests, abilities and values of the individuals during the development process, career planning according to career development theories and what can be done in career planning after formal education.
Level of the Course	Undergraduate
Language of the Course	Turkish
Teaching Method	(X) Face to Face () Online () Hybrid
Instructor(s) of the Course	Asst. Prof. Savaş ALTUN
Prerequisite(s)	-
Course Learning Outcomes	<ol style="list-style-type: none">1. He/she works effectively individually or in teams by researching and producing solutions when faced with unforeseen situations with the basic knowledge he/she has acquired about his/her field. They can gain the ability to talk about themselves.2. At the end of the course, students learn individual career planning.3. By making their own individual career planning, they can have the necessary knowledge and skills to choose the right job and to be a happy employee in the future.4. To be able to take responsibility individually and as a team member to solve unforeseen problems encountered in career planning practices.5. To be able to take responsibility individually and as a team member to solve unforeseen problems encountered in career planning practices.

Course Content

Week	Theory	Applied/Laboratory
1	Course Introduction	
2	What is a Career?	
3	National and International Exchange Programs	
4	Basic Communication Skills	
5	Sector Days – Non-Governmental Organizations	
6	Soft-Skills	
7	Sector Days –Public Sector	
8	Diction and Body Language	
9	Preparing a Resume and Cover Letter	
10	Sector Days – Private Sector	
11	Effective Interview Techniques	

12	Industry Days – Academy-Sector Days – Entrepreneurship	
13	Diction and Body Language	
14	Evaluation	
15	Final Exam	

TEXTBOOKS AND LEARNING MATERIALS

1. Kuzgun, Y. (2003). Meslek Rehberliği ve Danışmanlığına Giriş. Ankara: Nobel
2. Erdoğan, N. (2003). Kariyer Geliştirme. Ankara, Nobel
3. Kulaksızoğlu, A. (2005). Ergenlik Psikolojisi. İstanbul.
4. Kuzgun, Y. (2003). Meslek Danışmanlığı Kuramlar Uygulamalar. Ankara: Nobel.

ASSESSMENT METHODS

Term Study Activities	Count	Contribution
Homework	-	-
Applied	-	-
Forum / Discussion Application	-	-
Quiz	5	%100
Rate of Term Studies to Semester Success (%)		%40
Success rate of final exam (%)		%60
Total		%100

COURSE WORKLOAD TABLE

Activities	Total Weeks	Duration (Weekly Hours)	Total Workload
Theory	14	1	14
Applied	-	-	-
Forum / Discussion Application	-	-	-
Reading	3	1	3
Internet Scanning, Library Study	4	1	4
Material Design, Application	-	-	-
Report Preparation	-	-	-
Preparing a Presentation	-	-	-
Presentation	-	-	-
Final Exam	1	1	1
Preparation for the Final Exam	3	1	3
Other (Specify):)	-	-	-
Total Workload			23
Total Workload / 25 (h)			25/25
ECTS Credits of the Course			≅2
Note: The workload table of the course will be determined by the lecturer on a per-course basis.			

COURSE LEARNING OUTCOMES / CONTRIBUTION LEVELS

Nr.	Course Learning Outcomes	1	2	3	4	5
1	Based on the competencies gained in the field of archeology, she has course materials containing up-to-date information, applied tools and materials, research methods and techniques applied in field studies, and advanced theoretical and applied knowledge supported by other resources.			X		
2	Students will be able to examine, analyze, discuss and develop comments based on scientific evidence, concepts, ideas and data related to the discipline of archeology with social science research methods.					X
3	Have knowledge of Prehistoric Archeology, Protohistory and Near East Archeology and Classical Archeology.				X	
4	Collects, analyzes and applies information about the field of archeology.					X
5	Follows and shares theoretical and applied information in the field of archeology.			X		
6	Have the ability to present the theoretical and applied knowledge gained in the field of archeology.					X
7	Have the ability to learn the Science of Archeology in a comparative dimension.				X	
8	Gains the ability to use and identify information sources appropriately for archaeological research.					X
9	It creates a level of critical awareness about ancient cultures and intercultural relations.			X		
10	Gains the ability to become conscious about the socio-economic structures and lifestyles of ancient societies.					X
11	Develops the ability and knowledge to use archaeological research methods to understand ancient cultures.				X	
12	Students works independently as an individual or takes responsibility as a team member to solve complex and unforeseen problems encountered in the field of archeology.		X			
13	Evaluates and synthesizes the knowledge and skills acquired in the field of archeology with a critical approach.		X			
14	Uses information and technologies at an advanced level, together with the computer software required by the field of archeology.				X	
15	Have the knowledge of architectural and artifact drawing, photographing, computer software and hardware required by works such as archaeological research and excavation.	X				
16	Have the ability to write by using the knowledge and skills obtained in the field of archeology correctly.			X		
17	Follows the theoretical and applied information in the field of Archeology using a foreign language and shares this information with experts and non-experts in the relevant field.		X			
18	To contribute to the awareness of the society by informing people who do not have knowledge about the field and to have a competent understanding of archeology.					X
19	Considers ethical values in studies related to the field of archeology.					X