

SYLLABUS
Faculty of Economics and Administrative Sciences, Business Management

| Course Code | Course Name | Credit | ECTS Value | |
|--|--|---|--|------------------|
| UNI101 | Introduction to University Life | (1-0)1 | 1 | |
| Prerequisite Courses | None | | | |
| Course Language | Turkish | Course Delivery Method: | Online | |
| Course Type and Level | Compulsory/1st Year/ Fall | | | |
| Instructor's Title, Name and Surname Title,First Name and Last Name | Course Hours | Office Hours | Contact | |
| Lecturer İlhan KARMUTOĞLU | Monday 11:55-12:35 | Office Hours: Tuesday & Wednesday 10:00–16:30 | ilhansavasan@cag.edu.tr | |
| Course Coordinator | Lecturer İlhan KARMUTOĞLU | | | |
| Course Objective | | | | |
| Course Learning Outcomes | Upon successful completion of this course, the student will be able to; | | Relationships | |
| | | | Program Outcomes | Net Contributors |
| | 1 | Explains the basic functioning of the university and the dynamics of the department. | 3,7 | 3 |
| | 2 | Defines university regulations and disciplinary legislation. | 4 | 4 |
| | 3 | Lists university resources and provides examples of how to benefit from them. | 5 | 3 |
| | 4 | Applies effective communication and time management techniques. | 1,6 | 5 |
| | 5 | . Explains the basic principles of academic skills and uses them in the learning process. | 5,9 | 4 |
| | 6 | Identifies academic and personal goals and plans strategies to achieve these goals. | 9,8 | 4 |
| 7 | | | | |
| Course Content: | UNV101 course aims to help students adapt to university life and support their academic and personal development. The course covers topics such as the basic functioning of the university, departmental dynamics, education and examination regulations, student affairs and disciplinary legislation, student clubs and social activities, library and information access resources, student exchange programs, the Dean of Students, and learning support centers. In addition, issues such as combating addiction, effective communication, career planning and CV preparation, time and stress management, thinking skills, academic ethics, note-taking and academic reading techniques, goal setting, and self-awareness are addressed. | | | |
| Course Content: (Weekly Course Plan) | | | | |
| Week | Topic | Preparation | Teaching Methods and Techniques | |
| 1 | Concept and understanding of the university, introduction of our university and department | - | Lecture, mutual introduction | |

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|----|--|---|-------------------------------|
| 2 | Education, Teaching and Examination Regulations | Reading relevant sections from the regulation | Lecture, Q&A |
| 3 | Student affairs and student disciplinary regulations | Reviewing the disciplinary regulation | Lecture, Q&A |
| 4 | Student clubs at the university | - | Lecture, Discussion |
| 5 | Introduction to library facilities | Exploring the library website | Lecture, Discussion |
| 6 | Student exchange programs/Erasmus | Researching Erasmus/Farabi programs | Lecture, practice |
| 7 | Dean of Students, Center for Learning and Teaching | Reviewing the centers' websites | Lecture, discussion |
| 8 | Midterm Week | - | - |
| 9 | Midterm Week | - | - |
| 10 | Combating Addiction | Reading a short article on the topic | Lecture, discussion |
| 11 | Effective Communication | Writing down personal strengths/weaknesses in communication style | Lecture, discussion |
| 12 | Career Planning and CV Preparation | Reviewing CV samples | Lecture, discussion, Practice |
| 13 | Effective Time Management/Stress Management | Preparing a one-week personal timetable | Lecture, discussion |
| 14 | Thinking Skills | Selecting a problem from daily life | Lecture, brainstorming |
| 15 | Academic Skills (Learning to Learn), Note Taking and Academic Reading, Access to Information and Academic Ethics | Reviewing a short article for academic reading | Lecture, discussion |
| 16 | Goal Setting and Self-Awareness | Writing down short/medium/long-term goals | Lecture, discussion |
| 17 | Final Week | - | Project Submission |
| 18 | Final Week | - | Project Submission |

Course Resources

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|------------------------------|--|
| Textbook | Şentürk, M. <i>Dünyada Gönüllülük Araştırmaları</i> [Studies on Volunteering Worldwide]. |
| Recommended Resources | https://dergipark.org.tr/en/pub/iusosyoloji/issue/561/5560 https://dergipark.org.tr/en/pub/msgsusbd/issue/46978/589562 |

Course Assessment and Evaluation

| Activities | Number | Contribution | Notes |
|------------|--------|--------------|-------|
| Midterm HW | 1 | %40 | Ödev |
| Final HW | 1 | %60 | Ödev |
| | 1 | | |

ECTS Table

| Content | Number | Hours | Total |
|--------------------|--------|-------|-------|
| Class Hours | 14 | 1 | 14 |
| Out-of-Class Study | 14 | 1 | 14 |

| | | | |
|---|---|---|-------------------|
| Midterm (Exam Time + Preparation) | 1 | 3 | 3 |
| Final Exam (Exam Time + Preparation) | 1 | 6 | 6 |
| Total: | | | 37 |
| Total / 30: | | | 37/30=1,23 |
| ECTS Credit: | | | 1 |
| Previous Term Achievements | | | |
| | | | |