

SYLLABUS

Faculty of Economics and Administrative Sciences, International Trade and Logistics

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	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	

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

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			