**PPL302/DPPL302 PROGRESS TO PROFESSIONAL LIFE**

**COURSE SYLLABUS**

## OBJECTIVE:

The objective of the Progress to Professional Life course is to help students recognize their own talents, skills, interests, personality, and career values; gain knowledge about jobs and occupations; and realistically plan their careers. Within the course, awareness will be raised about these concepts, the Career Planning and Human Resources Application and Research Center (KARMER) at Ankara University will be introduced, guidance on utilizing the "Yetenek Kapısı (Talent Gate)" will be provided, and opportunities to become acquainted with working life in different sectors will be offered.

## COURSE CONTENT:

The PPL 302 course is a face to face/online course. This syllabus provides information about the topics to be covered each week. Videos and activities to be used in the course are shared. KARMER will support the course with activities that allow students to develop their skills. The semester and weekly program of the course is presented below. This program may vary to some extent depending on the characteristics of the programs in which the students enrolled in the course are registered.

## LEARNING OUTCOMES:

Career planning begins with the effort to recognize oneself and discover one's potential. The purpose of this course is to help students gain awareness of their talents, interests, personal characteristics, and values, enabling them to plan their careers in alignment with future goals. Within this scope, the Progress to Professional Life course aims to achieve the following learning outcomes:

- **Enhancing Self-Awareness**: Students will recognize their own interests, abilities, personality traits, and career values, establishing a connection between these traits and career decisions.
- **Understanding the Importance of Career Planning**: Students will realize that career decisions are among the most important lifelong decisions and will learn how to plan their careers.
- **Setting Career Goals**: Students will create long- and short-term career goals and develop action plans to achieve these goals.
- **Recognizing National and International Exchange Programs**: Students will gain awareness of the contributions of national and international exchange programs to personal development and academic life, as well as their positive reflections on career plans.
- **Developing Employment Skills**: Students will learn how to write effective CVs and succeed in job interviews.
- **Gaining Knowledge About Potential Future Institutions**: Students will become familiar with alternative institutions and sectors (public sector, private sector, academia, non-governmental organizations) where they may work in the future, understand differences between sectors.
- **Understanding the Importance of Internships**: Students will recognize the importance of mandatory or voluntary internships and understand that internships are also a means of finding job opportunities.

- **Realizing the Importance of Extracurricular Activities**: Students will be informed about activities outside of coursework that can contribute to their careers during university life.
- **Familiarizing with the Talent Gate**: Students will learn that they can receive guidance from KARMER through the Talent Gate (Yetenek Kapısı), apply for activities such as fairs, seminars, and workshops, and find internship announcements.
- **Recognizing KARMER's Role in Career Planning**: Students will be informed about the services provided by KARMER and establish a connection with KARMER.

**COURSE MATERIALS:**

**Following Websites Will Be Used Within the Course:**

- Talent Gate (Yetenek Kapısı): https://www.yetenekkapisi.org/login
- Talent TV Career Planning Course: https://ytnk.tv/egitim-detay/kariyer-planlama-dersi/3FF644FE-874B-4EC2-8E14-768F7B304356
- National Internship Program: https://kariyerkapisi.cbiko.gov.tr/ulusalstajprogrami
- BTK Academy: https://www.btkakademi.gov.tr/portal
- ISKUR: https://www.iskur.gov.tr/
- KARMER: https://karmer.ankara.edu.tr/
- Mini Career Courses: https://www.abdn.ac.uk/careers/resources/topics/25/

**Reading Recommendation:**

- Öztemel, K. (2021). *Kariyer planlama ve geliştirme (Career planning & develeopment)* (2nd Edition). Pegem Akademi Yayıncılık https://www.turcademy.com/kitap/kariyer-planlama-ve-gelistirme-9786052418024

**Career Related Self-Development Book Recommendations:**

- Korkut, Owen, F., Mutlu, T., Arıcı Şahin, F., & Demirtaş Zorbaz, S. (2021). *Kariyer yelkenlisi modeli kendilerine uygun limanı arayanlar için çalışma el kitabı.* Anı Yayıncılık. https://www.turcademy.com/kitap/kariyer-yelkenlisi-modeli-kendilerine-uygun-limani-arayanlar-icin-calisma-el-kitabi-9786051705033
- Pattern, M., Amundson, N., & Poehnell, G. (2021). *Mesleki teleskop (4. Baskı). Anı Yayıncılık.* https://www.turcademy.com/kitap/mesleki-teleskop-9786051705095

**IMPORTANT NOTE:** These three books can be accessed free of charge through the Ankara University Library. To do so, it is necessary to access the Turcademy database from the library page at https://kutuphane.ankara.edu.tr/. You can follow the steps below to access the database.

**Turcademy: https://www.turcademy.com/**

**Content:** It is a domestic e-book platform developed to bring together all academic publications in Turkey under a single portal, to deliver academic publications digitally to academics, researchers, and students easily, and to contribute to e-book publishing in Türkiye.

**Type:** Full Text

**IMPORTANT:** As of 2021, the Turcademy Turkish E-book database, which is among our university's subscribed databases, requires registration with "@ogrenci.ankara.edu.tr" email addresses in order to provide full-text access. After registering in the system with your institutional email address, an activation email will be sent to that address. Once you confirm this activation link, you can use the system without any problems.

If you do not have an institutional email address, you can obtain one in line with the information provided at http://bid.ankara.edu.tr/e-posta/.

If you are experiencing a password issue with your institutional email address, you can obtain a new password by logging into https://epostabasvuru.ankara.edu.tr with your Republic of Turkey ID number and OBS password, then clicking on the "Parola Al" tab.

**NOTE:** In order to download books, after registering in the system, please download the software and license created in your name from the "Lisans ve yazılım" section in the left menu.

For off-campus access, you can follow the steps at http://bid.ankara.edu.tr/proxy/ to configure your settings on Firefox.

**ASSESSMENT:**

- **Midterm Assessment (100 Points)**: A CV with a photo must be prepared and uploaded to the system for midterm evaluation.
- **Final Assessment (100 Points)**: A multiple-choice exam consisting of 20 questions covering videos throughout the term. Each student is allowed to take the exam twice, with the highest score being accepted as the exam grade.
- **Final Grade**: Composed of 40% from the midterm grade and 60% from the final exam grade.
- **Make-up Exam (100 points):** It is an exam consisting of 20 multiple-choice questions covering the videos to be watched during the semester. Each student has the right to take the exam 2 times, the higher grade is accepted as the exam grade.

## PPL302 PROGRESS TO PROFESSIONAL LIFE COURSE

## WEEKLY COURSE CONTENT

**IMPORTANT NOTE:** All videos included in this course are in Turkish. To watch the videos with English subtitles, please follow these steps:

1. **CBIKO Videos**
   - You can access all CBIKO videos by registering on Yetenek TV.
   - After opening the "Kariyer Planlama Dersi" videos on Yetenek TV, locate the specific video under the relevant topic, then select "English" in the subtitle settings.
   - Access Link: https://ytnk.tv/egitim-detay/kariyer-planlama-dersi/3FF644FE-874B-4EC2-8E14-768F7B304356
2. **İŞKUR Videos**
   - You can access İŞKUR videos on YouTube.
   - Choose the desired subtitle language (e.g., English) in YouTube's subtitle settings to watch these videos with English subtitles.

| WEEKS & CONTENT | COURSE VIDEOS | WEEKLY TASKS |
|---|---|---|
| **Week 1:** Introduction to the Course on Progress to Professional Life | **CBIKO-V1: Career Planning Course Introduction**<br><br>**CBIKO-V3: Talent Gate (Yetenek Kapısı) Introduction**<br><br>**İŞKUR Introduction Video:** https://www.youtube.com/watch?v=uNq1CUvTCDA<br><br>**KARMER:** https://karmer.ankara.edu.tr/ | • Read the course syllabus carefully and ask any questions you may have to your course instructor.<br><br>• Watch the videos for the relevant week.<br><br>• Register on the Talent Gate/Yetenek Kapısı platform: https://www.yetenekkapisi.org/login<br><br>• Register on Yetenek TV and gain full access to the Career Planning Course videos: https://ytnk.tv/egitim-detay/kariyer-planlama-dersi/3ff644fe-874b-4ec2-8e14-768f7b304356<br><br>• Visit the relevant website to learn more about the National Internship Program: https://kariyerkapisi.cbiko.gov.tr/ulusalstajprogrami<br><br>• Examine the founding objectives and the services provided by the Ankara University Career Planning and Human Resources Application and Research Center (KARMER) through its website: https://karmer.ankara.edu.tr/ |
| **Week 2:** Getting to Know Ourselves - Part 1 | **CBIKO-V6: What is intelligence?**<br>**CBIKO-V9: What is personality?**<br>**CBIKO-V7: What are my personal characteristics?** | • Watch the videos for the relevant week.<br>• **Optional Reading:** Read Chapter 1 of the "Career Planning and Development" book: *Basic Career Concepts* (Pages 6-8). |
| **Week 3:** Getting to Know Ourselves - Part 2 | **CBIKO-V8: What are my talents and technical skills?** | • Watch the videos for the relevant week.<br>• **Optional Reading:** Read Chapter 2 of the "Career Planning and Development" book: *Career Planning* (Pages 20-48). |

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| **Week 4:** The Career Planning Process and Its Importance | **CBIKO-V5: What is a career, how to plan it?**<br><br>**İŞKUR: Career Planning Process**<br>https://www.youtube.com/watch?v=-i-dx4BwWNA | • Watch the videos for the relevant week.<br>• **Optional Reading:** Read Chapter 2 of the "Career Planning and Development" book: *Career Planning* (Pages 48-69). |
| **Week 5:** Setting Career Goals | **Developing Career Plans:**<br>https://rise.articulate.com/share/fuAZmCmiE_cP762_oqYHo74zM4XmW4hE#/lessons/DWha3ZWGOdYxE6LZPk_EEuCAzhOVqC5s | • **Practice:** Click the link below to complete the "Developing Career Plans" program.<br>**Access Link:**<br>https://rise.articulate.com/share/fuAZmCmiE_cP762_oqYHo74zM4XmW4hE#/lessons/DWha3ZWGOdYxE6LZPk_EEuCAzhOVqC5s<br>• **Optional Reading:** Read Chapter 2 of the "Career Planning and Development" book: *Career Planning* (Pages 69-79). |
| **Week 6:** How Do I Prepare for My Career? | **CBIKO-V10A: University students' communities and the importance of socialization**<br><br>**CBIKO-V10C: National Agency**<br><br>**CBIKO-V10B: FARABİ, ERASMUS ve Mevlana program introductions**<br><br>**CBIKO-V10D: 1416 -YLSY program introduction**<br><br>**CBIKO-V10G: TÜBİTAK introduction**<br><br>**Ankara University ERASMUS Office: How Can Our Students Benefit from Erasmus+ Study and Internship Mobility?**<br>https://www.youtube.com/watch?v=zDzioHLRdeQ | • Watch the videos for the relevant week. |

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| **Week 7:** Writing an Effective CV | **İŞKUR: CV Preperation**<br>https://www.youtube.com/watch?v=Mle8OyWfx8Q<br><br>**İŞKUR: Job Club Promotion**<br>https://www.youtube.com/watch?v=LawGeRMR3vY | • Watch the videos for the relevant week.<br>• **Optional Reading:** Read Chapter 3 of the "Career Planning and Development" book: *Preparing for the World of Work: Writing Resumes and Business Letters* (Pages 92-121).<br>• **Practice**: Students interested in taking the 2-day "Job Club" training on CV preparation and interview techniques organized by the İŞKUR representative at Ankara University can contact KARMER or register by emailing derya.cakmak@iskur.gov.tr. |
| **Week 8:**<br><br>**Midterm Evaluation** | **Midterm (Mid-Semester) Evaluation (100 Points):** For the course midterm evaluation, you are required to prepare a photo-included CV and upload it to the relevant week on the system.<br><br>**Submission Deadline: April 11, 2024 – 23:59** | |
| **Week 9:** Job Search Techniques | **İŞKUR: İŞKUR Registration Video**<br>https://youtu.be/Yy5RRL5Mv44?si=9QcSbUT1S0ZtYRtK<br><br>**Linkedin: Building your Profile**<br>https://rise.articulate.com/share/TVS38khNYOaQY7uYsIg3sHq9V8fQLMj6#/lessons/ty6iY-zTFrGChBOM2Y_uy51ZCqBFTUfs | • Watch the videos for the relevant week.<br><br>**Practice:** Click the link below to complete the " Linkedin: Building your Profile".<br><br>**Access Link:**<br>https://rise.articulate.com/share/TVS38khNYOaQY7uYsIg3sHq9V8fQLMj6#/lessons/ty6iY-zTFrGChBOM2Y_uy51ZCqBFTUfs |
| **Week 10:** Succeeding in Job Interviews | **İŞKUR: Job Interview Techniques**<br><br>https://www.youtube.com/watch?v=VjiQw8sCcZA | • Watch the video for the relevant week.<br>• **Optional Reading:** Read Chapter 4 of the *"Career Planning and Development"* book: *Interview and Job Interview* (Pages 128-155). |
| **Week 11:** Sector Days - Academia and Non-Governmental Organizations (NGOs) | **CBIKO-V11: Academy**<br>**CBIKO-V13: National NGOs**<br>**CBIKO-V14: International NGOs** | • Watch the videos for the relevant week.<br>• **Practice:** Review the pages of our institutes and evaluate which program you can apply for in which institute if you plan to pursue an academic career.<br>**Access Link:** Ankara University |

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| | | Institutes: https://www.ankara.edu.tr/dizin/enstituler |
| **Week 12:** Sector Days - Public Sector | **CBIKO-V15: Public Sector** | • Watch the video for the relevant week.<br>• **Practice:** Watch the additional videos from *Yetenek TV - Career Planning Course Week 9 Module.*<br>**Access Link:** https://ytnk.tv/egitim-detay/kariyer-planlama-dersi/3ff644fe-874b-4ec2-8e14-768f7b304356 |
| **Week 13:** Sector Days - Private Sector | **CBIKO-V16: Private Sector** | • Watch the video for the relevant week.<br>• **Practice:** Watch the additional videos from *Yetenek TV - Career Planning Course Week 10 Module.*<br>**Access Link:** https://ytnk.tv/egitim-detay/kariyer-planlama-dersi/3ff644fe-874b-4ec2-8e14-768f7b304356 |
| **Week 14:** Course Evaluation | **PRACTICE:**<br>• Evaluate the course through the link shared on system regarding the general course structure.<br>• Complete any missed readings and videos to prepare for the exam that will take place next week. | |
| **Week 15:** End-of-Semester Exam | • **End-of-Semester (Final) Evaluation (100 Points):** The exam consists of 20 multiple-choice questions covering the videos from the semester. Each student has the right to take the exam twice, and the higher score will be accepted as the final grade.<br>• **Exam Date: The final exam will open on May 31, 2025, at 9:00 AM and close on June 15, 2025, at 11:59 PM.** | |
| | • **Make-up Exam (100 points):** It is an exam consisting of 20 multiple-choice questions covering the videos to be watched during the semester. Each student has the right to take the exam twice, the higher grade is accepted as the exam grade.<br>• **Exam Date: The final exam will open on June 27, 2025, at 9:00 AM and close on July 4, 2025, at 11:59 PM.** | |