**ISTINYE UNIVERSITY**

**MANİFEST OF ISU 2 COURSE SYLLABUS**

**SEG002 (100)**

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|  **MANIFEST OF ISU** **2** **COURSE** |
| **Faculty**  | Rectorate |
| **Program**  |
| **Code**  | SEG001 (100) English  |
| **Adı**  | **MANIFEST OF ISU** **2** |
| **AKTS**  | 1  |
| **Type**  | Compulsory  |
| **Semester**  | Fall 2023  |
| **Language**  | English |
| **Day/Time** Asynchronous notes & Activities offered during the term |
| **Pre requisite**  | None |
| **Course Type**  | Registration  |
| **FACULTY/TRAINER**  |
| **Name-Surname**  | Öğrenci Merkezi Student Center Staff  |
| **E-mail**  | ogrencimerkezi@istinye.edu.tr  |
| **Office location**  | Vadi Campus 211, Topkapı Campus Z17  |
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| **Course Content**  | Manifest of ISU 2 course is designed to include career concept, career planning and stages, CV and letter of intent preparation, interview techniques from companies, interview simulations, talent and competence concepts, career journey at the university, career center introduction. |
| **Course Aims**  | Manifest of ISU 2 course helps students adapt to the rapidly changing economic, social, cultural, ethical and legal conditions of the business world and shape and manage their careers, while gaining leadership qualities and team spirit, while doing this, they will be competitive, value knowledge and live with universal ethical values. It is aimed to create a culture by ensuring that students are hard-working, socially responsible and have athletic characteristics. |
| **Learning Outcomes**  | 1. Explains the principles that form the basis of career planning.2. Follows appropriate and effective career options and developments in the sector.3. Interview techniques, CV and letter of intent etc. prepares documents.4. Explain the importance of social media in career planning.5. Explains the importance of being competitive, valuing knowledge, ethics and diligence.6. Explains the importance of being responsible to society, being an athlete, and creating a culture.7. Knows the importance of the concepts of talent and competence. |
| **Compulsory Course Materials**  | -  |
| **Suggested Course Materials** | **-**  |
| **Course Evaluation**  | Manifest of ISU 2 Exam (%40)  | Participation to events (%60) |
| Description of Evaluation  |
| **Alternative Evaluation**  | -  |
| **Attendance**  | -  |
| **Course Pass Critieria**  | Collecting a minimum of 50 points |
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**Event Categories Points per Activity**

Manifest of ISU 2 Course Test 40

Company Lessons: MLP CARE Career in the Healthcare Industry 10

Company Lessons: HISENSE Effective Communication and Presentation 10

Company Lessons: HARATRES Are You Fit for Your Career? 10

Company Lessons: FLO Leader Interviews 10

Participation in Psychological Counseling Unit Activities 10

Participating to Career Days, Career Center Activities 10

**For Example:**

**A student studies the weekly notes for Manifest of ISU 2 Course and may score 20 points out of 40 from the Manifesto course exam until the end of the term on the Blackboard course page.**

**In addition, he/she follows the activity announcements during the semester and participates to:**

**Any 2 Company Course Activities (10 points x 2=20 points),**

**Any 1 Psychological Counseling Activity (10 points),**

**Thus, the student may collect a minimum total of 50 points to complete the course.**

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| **COURSE PLAN** |
| **Week/Date**  | **Subjects** |
| **1. week October 16,2023** | **Orientation to the course syllabus** |
| **2. week October 23,2023** | **What is a career? History of career** |
| **3. week October 30,2023** | **What is a Career Center? What are the activities of the Career Center? How can I participate in the activities of the Center?** |
| **4. week November 6,2023** | **Talent, Competence** |
| **5. week November 13,2023** | **Interview Techniques** |
| **6. week November 20,2023** | **Career Journey at University;** **International Relations (Erasmus Internship), Alumni Relations, Sector Opportunities** |
| **7. week November 27,2023** | **Career Journey at University; Student Center, Internship Opportunities** |
| **8. week December 4,2023** | **Effective CV Preparation** |
| **9. week December 11,2023** | **Participation to announced events or activities** |
| **10. week December 18,2023** | **Participation to announced events or activities** |
| **11. week December 25,2023** | **Participation to announced events or activities** |
| **12. week January 2,2024** | **Participation to announced events or activities** |
| **13. week** **January 8,2024** | **Participation to announced events or activities** |
| **14. week January 15,2024** | **Participation to announced events or activities**  |
| **End of Term**  | **Course Evaluation** |

**Important Note:**

**Taking responsibility: Students are obliged to follow and participate in academic activities and announcements such as course activities, training, events, seminars, ceremonies, and conferences.**

**Academic dignity (honesty):** Academic dignity is one of the indispensable values of Istinye University and higher education. Therefore, cheating, plagiarism (scientific theft) and falsification (alteration by disruption) will not go unpunished. In such a case, the right to grade the exam/assignment grade or course grade as soon as it is passed or to refer the perpetrator to discipline is reserved.

**What is plagiarism?** Plagiarism means that a person writes and uses thoughts and opinions that do not belong to him without referring to the source from which he is citing, giving the impression that they are his own thoughts. For example, the transmission of a thought or information verbatim without mentioning its source, direct copying from different sources is the unauthorized use and plagiarism of ideas and information.

The person is required to include his own information, ideas or opinions in any written, audio-

visual or oral work he / she creates and when he / she makes use of another person or source, he / she should indicate this in the work appropriately (refer to the source used).

**Types of plagiarism:**

Reproduction: Presenting a work as its own work, taking it as it is without making changes.

Copy: Using a specific part of a work without attributing it in copy/paste fashion.

Copy/replace method: Copy a specific part of a work and use it without attribution with only minor changes.

Mosaic method: Using certain sections taken from different sources without attribution by combining them in a study.

Self-plagiarism method: Using excerpts from an earlier work of oneself without attribution.