

BA 1103 - BUSINESS PRACTICE WORKSHOP

Instructor:	Section 1: Mon 16:40-18:15, G209 - Fatma Ece Demirer Section 2: Tue 16:40-18:15, G209 - Gonca Bulur Section 3: Wed 16:40-18:15, G209 - Mert Güleç Section 4: Thu 16:40-18:15, G209 - Şeyma Şimşek
E-mail:	Section 1: Fatma Ece Demirer, eced@metu.edu.tr Section 2: Gonca Bulur, bulur@metu.edu.tr Section 3: Mert Güleç, mertg@metu.edu.tr Section 4: Şeyma Şimşek, sseyma@metu.edu.tr
Office Hours:	As determined by section instructor
Course Web Page:	ODTUClass Course Page
Course Description:	
<p>The aim of this course is to help you develop critical success skills that will assist you throughout your program of studies. In this course you will develop an understanding of the key skills that should be employed to achieve student success. Research indicates that students making the transition to university studies must adapt to new environments and develop skills in: interacting with others, critical thinking, personal growth, and problem-solving. In this course students explore skills for success and apply practical methods to develop those skills through discussions, individual and team activities, and contests.</p>	
Course Student Learning Objectives: (CSLOs)	
<i>Upon successful completion of this course, students should be able to:</i>	
Course Specific Skills:	
<ol style="list-style-type: none"> 1. Understand key characteristics of your university. 2. Identify the key skills that will lead to success in university studies. 3. Understand the characteristics of collaborative/team skills and apply them to a team activity. 4. Describe the functions and resources in ODTU class. 	
Discipline Specific Skills:	
<ol style="list-style-type: none"> 5. Understand the use of reading guides, journals, and concept mapping in academic reading. 6. Describe how to find credible research sources. 7. Explore available business and student outreach groups. 8. Describe how club and outreach involvement builds a student CV. 9. Identify five useful websites for information related to courses. 10. Understand how to use information in responsible research and writing. 	
Personal and Key Skills:	
<ol style="list-style-type: none"> 11. Demonstrate the ability to utilize ODTU class for information, assignment submission, and gradebook. 12. Explain the 16 Personalities assessment results of personal team skills. 13. Analyze how team skills influence interpersonal interactions. 14. Develop techniques for deep understanding of content in academic reading. 15. Understand the use of the syllabus in managing student workload. 16. Understand the use of assignment directions in creating effective paper formats. 17. Learn how to use paper templates, plagiarism tools, and websites in writing. 18. Understand the role of internships, Erasmus, exchange programs and social activities in self-development. 19. Describe sustainability and sustainable lifestyle. 	
Learning and Teaching Methods:	
This course makes use of lectures, discussions, team activities, self-assessments, and written assignments.	
Required Reading:	
Recommended readings, links, and resources provided in ODTU class.	

Form of Assessment	% Contribution	CSLOs covered by the assessment	Feedback Method
Participation	15	2	Written (ODTU Class)
Assignment 1 - METU and You	10	1, 4, 9, 11, 15	Written (Link/ODTU Class)
Assignment 2 - 16 Personalities	5	3, 11, 12	Written (ODTU Class)
Assignment 3 - Individual Cultural Activity Reflection	10	7, 8, 16, 17, 18	Verbal (In Class) and Written (ODTU Class)
Assignment 4 - Team Contest Summary	10	3, 11, 12, 13	Written (ODTU Class)
Assignment 5 - Cultural Event Team Presentations	15	2, 3, 13, 18	Verbal (In Class) and Written (ODTU Class)
Assignment 6 - Exploring the Library	10	5, 6, 9, 10, 14	Verbal (In Class) and Written (ODTU Class)
Assignment 7 - Social Event Team Presentations	15	3, 7, 12, 13, 18	Verbal (In Class) and Written (ODTU Class)
Assignment 8 - Course and Presentations Evaluation	10	2, 3, 9, 10, 11, 16, 17	Written (ODTU Class)

No "extra" work above the aforementioned will be accepted or credited.

Incompletes: A grade of incomplete will not be granted except for the most extreme circumstances and only after stringent verification and approval by the Department. A grade of incomplete will be granted only as a result of circumstances beyond the student's control. A grade of "I" is not given in lieu of an "FF".

Course Policies:

COURSE REQUIREMENTS: Attendance is mandatory in this class. Past experience has repeatedly demonstrated that students who regularly attend class and read the information in ODTU class perform significantly better than students who have an intermittent attendance and/or who do not keep current.

HOMEWORK ASSIGNMENTS: Homework assignments and due dates are announced in the schedule below. These assignments are posted at the web page for this course. Please remember that it is the student's responsibility to follow the due dates for the assignments. Assignments are to be posted to the ODTU class link for the assignment, no later than midnight of the due date. Late assignments receive a 10% deduction for each day they are late. Assignments submitted more than 4 days after the due date will not be accepted.

Some of the assignments in this class may be completed in Learning Teams of five to seven students. Team members are expected to collaborate and function well in team settings as both leaders and followers. It is expected that you will actively participate with your learning team and contribute to the team assignments by a) contributing original work b) participating in the project from assignment organizing through meaningful final review of the team project for submission, and c) ensuring to your team that your contributions are properly quoted, cited, and referenced. The instructor reserves the right to grade team members individually if an individual does not fully participate in a team assignment.

PRESENTATION SLIDES: A copy of the presentation slides is available at the course web page. These slides summarize the information discussed in class and may be utilized while taking notes during class.

STUDENT DISABILITIES: Any student, who, because of a disabling condition, may require special arrangements in order to meet course requirements, should contact the instructor as soon as possible. Students should present the appropriate documentation from the university's Disability Support Office (Engelsiz ODTÜ Birimi, ODTÜ Kütüphanesi, Solmaz İzdemir Salonu, Tel: 210.7196; engelsiz@metu.edu.tr) verifying their disability, and outlining the special arrangements required. Please note that no accommodations will be provided to the disabled students prior to the completion of this approved University process.

ACADEMIC DISHONESTY: The Department of Business Administration has no tolerance for acts of academic dishonesty. Such acts damage the reputation of METU, the department and the BS degree and demean the honest efforts of the majority of the students. The penalty for an act of academic dishonesty will be, at a minimum, a zero for that assignment or exam and up to a written warning from the department or dismissal from the university.

CHEATING: All university, faculty/institute, and department principles on academic honesty will be strictly enforced. The usual consequence for academic dishonesty is failure of the course and referral of the case to the Dean of the Faculty for additional disciplinary action. Examinations are individual and are to be completed without outside assistance of any sort. Persons observed cheating during examinations will receive a failing grade in the course. Homework assignments are individual, unless otherwise specified by the instructor, and are to be completed without outside assistance of any sort, as well. Persons observed cheating in their homework assignments will receive a score of zero for the portion of the semester grade that is allocated to such assignments.

PLAGIARISM: The instructor assumes that students will do their own work. By placing their names on assignments (individual or team), students are affirming that the contents are their original work. Any previous work available from files or past students, as well as materials available on the internet may be used only as a suggestive model. Violation of this provision will be considered as unethical behavior, subject to disciplinary action. If you have any doubt about the use of a specific material, see the instructor ahead of time. Any material used from outside sources should be referenced appropriately. Persons observed to plagiarize while preparing assignments will be referred to the Dean of the Faculty for additional disciplinary action and also they will receive a score of zero for the portion of the semester grade that is allocated to such assignments.

METU HONOR CODE: Every member of METU community adopts the following honor code as one of the core principles of academic life and strives to develop an academic environment where continuous adherence to this code is promoted.

"The members of the METU community are reliable, responsible and honorable people who embrace only the success and recognition they deserve, and act with integrity in their use, evaluation and presentation of facts, data and documents."

CIVILITY IN THE CLASSROOM: Students are expected to assist in maintaining a classroom environment which is conducive to learning. In order to assure that all students have an opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from using laptop computers and cellular phones, making offensive remarks, reading newspapers, sleeping, or engaging in any other form of distraction. Inappropriate behavior in classroom shall result, minimally, in a request to leave class.

Past observations showed that the METU classroom experience is improved when the following are true:

Students arrive on time. Timely arrival ensures that classes are able to start and finish at the scheduled times. Timely arrival shows respect for both fellow students and faculty and it helps to create a better learning environment by reducing avoidable distractions.

Students are fully prepared for each class. Much of the learning in this course takes place during classroom discussions. When students are not prepared, they cannot contribute to the learning process. This affects not only the individual but also the classmates who count on them.

Students respect the views and opinions of their colleagues. Disagreement and debate are encouraged; however, intolerance for the views of others is unacceptable.

STUDENT EXCUSES: Please inform me in advance of necessary class absences.

KNOW YOUR RIGHTS AND RESPONSIBILITIES: <http://oidb.metu.edu.tr/en/academic-rules-and-regulations>

NOTE THE IMPORTANT DATES ON THE ACADEMIC CALENDAR: <http://oidb.metu.edu.tr/en/academic-calendar>

The instructor assumes that students who attend the next class have understood and accepted to agree with all the requirements and rules of this course.

Tentative Course Schedule

Date	Topic	Reading/ Assignment	CSLO
10-13 October	<p>Overview of Business Practice Course</p> <ul style="list-style-type: none"> Understand key characteristics of your university. Review objective and assignments in this class. Preview the course syllabus and ODTU class. Explain the use of a syllabus in managing the student workload. <p>Start working on Assignment 1. <i>(Due: 17-20 October)</i></p> <p>Start working on Assignment 3. <i>(Due: 31 October-3 November 23:59)</i></p>	<p>Review slides provided in ODTU Class.</p> <p>Complete Assignment 1.</p>	1, 2, 4, 9, 11, 15
17-20 October	<p>Student Success Skills</p> <ul style="list-style-type: none"> Identify the key skills that will lead to success in university studies. Explore available business and student outreach groups Explain the elements of effective paragraph writing. Discuss the use of assignment directions in creating effective paper formats. Explain the use of information in responsible research and writing. Discuss the use of paper templates, plagiarism tools, and websites in writing. 	<p>Review slides provided in ODTU Class.</p>	1, 4, 10, 11, 16, 17
24-27 October	<p>Working in Teams</p> <ul style="list-style-type: none"> Understand the characteristics of collaborative/team skills. Explain the 16 Personalities assessment results of personal team skills. Apply team skills to a team activity. Understand social and cultural events enrich life Explore available social and cultural events for self-development and self-confidence <p>Start working on Assignment 2. <i>(Due: 31 October-3 November 23:59)</i></p> <p>Start working on Assignment 5. <i>(Due: 14-17 November 23:59)</i></p>	<p>Review slides provided in ODTU Class.</p> <p>Complete Assignment 2 and Assignment 3 and submit by due date indicated in ODTU Class.</p>	3, 12, 13, 18
31 October-3 November	<p>Working in Teams</p> <ul style="list-style-type: none"> Complete a team activity. Explain how team skills influenced interactions <p>Start working on Assignment 4. <i>(Due: 7-10 November 23:59)</i></p>	<p>Review slides provided in ODTU Class.</p> <p>Complete Assignment 4 and submit by due date</p>	3, 11, 12, 13

		indicated in ODTU Class.	
7-10 November	<p>Exploring the Academic Opportunities at the University</p> <ul style="list-style-type: none"> • Explain the role internships, Erasmus, and exchange programs in self-development. • Explain the opportunities about double major, minor programs at the university • Describe social responsibility 	Review slides provided in ODTU Class.	2, 8, 18
14-17 November	<p>Cultural Activities and Fun</p> <ul style="list-style-type: none"> • Explore the cultural activities in the university and the city • Describe cultural activities builds personal development • Apply communication and team skills 	Team presentations are provided in class which completes Assignment 5.	2, 3, 13, 18
21-24 November	<p>Exploring the Library</p> <ul style="list-style-type: none"> • Describe how to find credible research sources. • Visit the library and explore available resources <p><i>Start working on Assignment 6. (Due: 28 November-1 December)</i></p> <p><i>Start working on Assignment 7. (Due: 5-8 December)</i></p>	Review slides provided in ODTU Class.	5, 6, 14
28 November-1 December	<p>Reading Strategies</p> <ul style="list-style-type: none"> • Explore techniques for deep understanding of content in academic reading. • Explain the use of reading guides, journals, and concept mapping in academic reading. 	Review slides provided in ODTU Class. Complete Assignment 6 and submit by due date indicated in ODTU Class.	5, 6, 9, 14
5-8 December 12-15 December	<p>Social Activities and Fun</p> <ul style="list-style-type: none"> • Explore available business and student outreach groups. • Describe how club and outreach involvement builds a student CV. • Explore available social activities • Apply communication and team skills <p><i>Start working on Assignment 8. (Due: 19-22 December)</i></p>	Team presentations are provided in class which completes Assignment 7 and Assignment 8.	3, 7, 12, 13, 18