

BA 1103 - BUSINESS PRACTICE WORKSHOP

<b>Instructor:</b>	Can Cansu Section 1: Wed 16:40-17:55, G107 - Deniz Demircioğlu, ddemirci@metu.edu.tr Section 2: Wed 16:40-17:55, G108 - Mert Güleç, mertg@metu.edu.tr Section 3: Wed 16:40-17:55, G109 – Ece Demirer, eced@metu.edu.tr Section 4: Wed 16:40-17:55, G209 – İlay Güvenç Pelit, ilay@metu.edu.tr
<b>Course Description:</b>	
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.	
<b>Course Student Learning Objectives: (CSLOs)</b>	
<i>Upon successful completion of this course, students should be able to:</i>	
<b>Course Specific Skills:</b>	
<ol style="list-style-type: none"><li>1. Understand key characteristics of your university.</li><li>2. Identify the key skills that will lead to success in university studies.</li><li>3. Understand the characteristics of collaborative/team skills and apply them to a team activity.</li><li>4. Describe the functions and resources in ODTUClass.</li></ol>	
<b>Discipline Specific Skills:</b>	
<ol style="list-style-type: none"><li>5. Understand the use of reading guides, journals, and concept mapping in academic reading.</li><li>6. Describe how to find credible research sources.</li><li>7. Explore available business and student outreach groups.</li><li>8. Describe how club and outreach involvement builds a student CV.</li><li>9. Identify five useful websites for information related to courses.</li><li>10. Understand how to use information in responsible research and writing.</li></ol>	
<b>Personal and Key Skills:</b>	
<ol style="list-style-type: none"><li>11. Demonstrate the ability to utilize ODTUClass for information, assignment submission, and gradebook.</li><li>12. Analyze how team skills influence interpersonal interactions.</li><li>13. Develop techniques for deep understanding of content in academic reading.</li><li>14. Understand the use of the syllabus in managing student workload.</li><li>15. Understand the use of assignment directions in creating effective paper formats.</li><li>16. Learn how to use paper templates, plagiarism tools, and websites in writing.</li><li>17. Understand the role of internships, Erasmus, exchange programs and social activities in self-development.</li><li>18. Describe sustainability and sustainable lifestyle.</li></ol>	

<b>Form of Assessment</b>	<b>% Contribution</b>	<b>CSLOs covered by the assessment</b>	<b>Feedback Method</b>
Participation	15	2	Written (ODTUClass)
Assignment 1 - METU and You	5	1, 4, 9, 11, 15	Written (Link/ODTUClass)
Assignment 2 - SWOT + Future resume	15	3, 11, 12	Written (ODTUClass)
Assignment 3 - Team Contest Summary	10	3, 11, 12, 13	Written (ODTUClass)
Assignment 4 - Cultural Event Team Presentations	15	2, 3, 13, 18	Verbal (In Class) and Written (ODTUClass)
Assignment 5 - Exploring the Library	10	5, 6, 9, 10, 14	Verbal (In Class) and Written (ODTUClass)
Assignment 6 - Social Event Team Presentations	15	3, 7, 12, 13, 18	Verbal (In Class) and Written (ODTUClass)
Assignment 7 – Case Study	10	7, 8, 16, 17, 18	Verbal (In Class) and Written (ODTUClass)
Assignment 8 - Course and Presentations Evaluation	5	2, 3, 9, 10, 11, 16, 17	Written (ODTUClass)

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".

Tentative Course Schedule			
Date	Topic	Reading/ Assignment	CSLO
<b>Week 1 (Oct. 1)</b>  <b>All sections together at G110</b>	<b>Welcome to METU Business Administration</b> <ul style="list-style-type: none"> <li>Understand key characteristics of Department of Business Administration</li> <li>Course Objective and assignments</li> <li>Making your first “Strategic Marketing Plan”</li> <li>Explain SWOT &amp; FCV –Future Resume</li> <li>Preview the Business Administration Curriculum</li> </ul> <b><i>Start working on Assignment 1</i></b> <b><i>Start working on Assignment 2</i></b>	Review slides provided in ODTUClass.  Complete Assignment 1.	1, 2, 4, 9, 11, 15
<b>Week 2 (Oct. 8)</b>  <b>Divided into sections</b>	<b>Student Success Skills</b> <ul style="list-style-type: none"> <li>Identify the key skills that will lead to success in university studies.</li> <li>Explore available business and student outreach groups</li> <li>Explain the elements of effective paragraph writing.</li> <li>Discuss the use of assignment directions in creating effective paper formats.</li> <li>Explain the use of information in responsible research and writing.</li> <li>Discuss the use of paper templates, plagiarism tools, and websites in writing.</li> </ul> <b><i>Start working on Assignment 4.</i></b>	Review slides provided in ODTUClass.	1, 4, 10, 11, 16, 17
<b>Week 3 (Oct. 15)</b>  <b>Divided into sections</b>	<b>Working in Teams</b> <ul style="list-style-type: none"> <li>Complete a team activity.</li> <li>Explain how team skills influenced interactions</li> <li>Understand the characteristics of collaborative/team skills.</li> </ul> <b><i>Start working on Assignment 3.</i></b>	Review slides provided in ODTUClass.	3, 12, 13, 18
<b>Week 4 (Oct. 22)</b>  <b>All sections together at G110</b>	<b>Business communication (Interview) skills</b> <ul style="list-style-type: none"> <li>Apply communication and team skills: Working in Teams vs Case Study Interviews</li> <li>Business communication skills (Elevator pitch, Presentation basics)</li> <li>Understand Interview Process</li> <li>Networking</li> </ul>	Review slides provided in ODTUClass	3, 11, 12, 13

<b>Week 5 (Nov. 5)</b>  <b>Divided into sections</b>	<b>Exploring the Library &amp; Exploring the Academic Opportunities at the University</b> <ul style="list-style-type: none"> <li>• Explain the role internships, Erasmus, and exchange programs in self-development, describe social responsibility (in Campus)</li> <li>• Explain the opportunities about double major, minor programs at the university</li> <li>• Describe how to find credible research sources.</li> <li>• Visit the library and explore available resources</li> </ul> <b>Start working on Assignment 5.</b>	Review slides provided in ODTUClass.	2, 8, 18
<b>Week 6 &amp; Week 7 (Nov. 12&amp;19)</b>  <b>Divided into sections</b>	<b>Cultural Activities and Fun</b> <ul style="list-style-type: none"> <li>• Explore the cultural activities in the university and the city</li> <li>• Describe cultural activities builds personal development</li> <li>• Apply communication and team skills</li> </ul> <b>Start working on Assignment 6.</b>	Team presentations are provided in class which completes Assignment 4.	2, 3, 13, 18
<b>Week 8 (Nov. 26)</b>  <b>All sections together at G110</b>	<b>Skills needed in 2030</b> <ul style="list-style-type: none"> <li>• Future skills</li> <li>• Resume writing,</li> <li>• Job Interviews</li> </ul>	Review slides provided in ODTUClass.	5, 6, 14
<b>Week 9 (Dec. 3)</b>  <b>Divided into sections</b>	<b>Reading Strategies</b> <ul style="list-style-type: none"> <li>• Explore techniques for deep understanding of content in academic reading.</li> <li>• Explain the use of reading guides, journals, and concept mapping in academic reading</li> </ul>	Review slides provided in ODTUClass	5, 6, 9, 14
<b>Week 10 (Dec. 10)</b>  <b>Divided into sections</b>	<b>Social Activities and Fun</b> <ul style="list-style-type: none"> <li>• Explore available business and student outreach groups.</li> <li>• Describe how club and outreach involvement builds a student CV.</li> <li>• Explore available social activities</li> </ul> <b>Start working on Assignment 8.</b>	Team presentations are provided in class which completes Assignment 6 Assignment 8.	3, 7, 12, 13, 18
<b>Week 11 (Dec. 17)</b>  <b>Divided into sections</b>	<b>Case Study Exercise</b> <ul style="list-style-type: none"> <li>• Complete a Case Study activity.</li> <li>• Explain how team skills influenced interactions</li> </ul>	Team performance in class which completes Assignment 7	
<b>Week 12 (Dec. 24)</b>  <b>All sections together at G110</b>	<b>Lessons Learned</b> <ul style="list-style-type: none"> <li>• Class of 2028</li> <li>• Group Feedbacks</li> <li>• Q &amp; A</li> </ul>		