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| Course Code | Course Name | Year/Semester | Theory | Practice | Credits | ECTS |
| IAED 4363 | **CONTRACT MANAGEMENT** | Spring 2021-22 | 3 | 0 | 3 | 4 |

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| **Level of Course:** | Undergraduate |
| **Course Type:** | Elective Course |
| **Language of Instruction:**  **Course time:**  **Course classroom:** | English  Thursday | 13:30 – 16:30  Online |
| **Mode of Delivery:** | Class Teaching, Presentations, Assignments |
| **Prerequisites and Co-requisites:** | None |
| **Course Coordinator:** | Res Asst. Dr. Olgu ÖZDEMİR |
| **Name of Lecturer(s):**  **Course Teaching Assistant:** | Res Asst. Dr. Olgu ÖZDEMİR |
| **Course Objectives:** | The course gives an understanding on legal instruments regarding interior architecture and environmental design and aims to explain contract law in general. |
| **Course Description:** | This course explains general scope of law of contracts. Offer, acceptance, the content of the offer, intention to create a contract and pre-contractual duties are the first steps into the formation of the contract. Some contracts are not formed by negotiation or at least a part of it is pre-determined by one-party. In these situations, these terms are called “standard terms” or “general conditions”. Standard terms are subject to interpretation and in some cases, they can be deemed to be non-written. Even though the general principle is the freedom of contract and freedom of will, there are some limits to this general principle and it effects the validity of the contract. After the formation of the contract, the course examines the performance of the duties and also the termination of the contract. This course also explains some special types of contracts, such as “work contract” , “labour contract”. |
| **Learning Outcomes:**  **Language:** | **Upon successful completion of the course, students will**   1. Get knowledge about the law of obligations. 2. Understand the formation, performance and termination processes of the contract. 3. Be able to form a contract in professional life. 4. Be able to understand legal liabilities.   The lecture, discussions, presentations and assignments will be in English. Developing your verbal language skills will be very important in acquiring the disciplinary terminology as well as daily communication at the class. |
| **Recommended Text Books:** |  |
| **Planned Learning Activities and Teaching Method:** | **Learning/Teaching Method:** This is a lecture-based course in which students will learn about law of contracts and its case-law. The course will be supported by lectures and student presentations as well as individual reports.  **Assignments:** Assignments are in the form of creating and designing a contract and a legal design and making the presentation. Assignments must be prepared in paper and presented in order to be graded. Students are required to submit a final exam.  **Class Participation:** Regular attendance of all enrolled classes is expected. Do not be late for the class. Attendance will be taken through your signature within the first quarter of the class; if you come later you will be considered half-attended. At the end of the Semester, your attendance will be reported on the UBS. Attendance is compulsory and in case of absenteeism of more than 30%, the system will automatically grade you “FF”. If you miss a class, it is your responsibility to ‘make up’ all work, including items discussed in class. The class contribution will be measured in terms of quality, not quantity. İf you need to leave early, you should notify your professor at the commencement of the session.  **Academic integrity & plagiarism:** Academic integrity is the pursuit of scholarly activity based on the values of honesty, trust, fairness, respect, and responsibility. Practicing academic integrity means never plagiarizing or cheating, never misrepresenting yourself, never falsifying information, never deceiving or compromising the work of others. Basically, this means, either intentionally or unintentionally, using the words or ideas of someone else without giving credit, it’s strictly forbidden.  **Course Textbooks:** There is no specific textbook for this course. Students are required to actively participate in the lectures and study the recommended reading textbooks and also do researches on the variety of architectural presentation techniques. Selected class handouts will be provided by the instructor when needed.  **Key Works**: Lectures and assignments in this course mainly focus on acquiring the ability of recognizing basic concepts of law of obligations, understanding the rights and obligations arose from the contract and legal liabilities.  **Specific Rules:**   1. Be punctual. Punctuality is a sign of respect toward yourself and the others. 2. Show respect for all the people and property around you. 3. Be responsible for your actions and meet all expectations. 4. Follow directions the first-time they are given. 5. Students should raise their hand to signal a question or to answer a question. 6. Students should use the Internet at school for academic purposes only. 7. It is forbidden to record classes with any type of device.   **Communication**: If you have any question about the syllabus, your responsibilities in the course and assessment procedures please ask your instructor without any delay. Students are encouraged to visit the professor during their Office Hours. If you cannot make it to announced office hours, please make individual arrangements via e-mail. However, do not expect the professor and the research assistant to respond at length via e-mail to questions of content, the definition of terms, grading questions, etc. If you have a question that requires a substantive response, please set up an appointment to speak with your instructor. |
| **Course Contents\*: (Weekly Lecture Plan)** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | **Date** | **Week** | **Chapter Topic** | **Take-home exercise** | | **17.02.22** | **1** | Introduction to law and law of obligations | N/A | | **24.02.22** | **2** | Formation of the contract | N/A | | **03.03.22** | **3** | Standard terms | N/A | | **10.03.22** | **4** | Freedom of contract and limitations | N/A | | **17.03.22** | **5** | The concept of liability - Damage and compensation - Non-liability clauses | N/A | | **24.03.22** | **6** | Breach of the contract – Termination of the contract |  | | **31.03.22** | **7** | Movie Day | Preparation for the midterm exam | |  | **8** | **MIDTERM EXAM** |  | | **14.04.22** | **9** | Work Contract I | N/A | | **21.04.22** | **10** | Work Contract II | Assignment I: Preparation of a work contract | | **28.04.22** | **11** | Presentation of the Assignment I - Labour Contract I | N/A | | **05.05.22** | **12** | Labour Contract II | N/A | | **12.05.22** | **13** | Legal design workshop | Assignment II: Preparation of the design | | **19.05.22 (National Holiday – Make Up will be announced)** | **14** | **Presentation of the designs** | Preparation for final submission | | ***2020***  ***2021*** |  | **FINAL EXAM** | |   \*PLEASE NOTE: Details of the syllabus and course schedule are subject to minor changes that will be announced in class.  **Grading**: Midterm and final exam responses will be evaluated for accuracy, thoughtfulness, and clarity. Assignments will be evaluated for content, quality of ideas and clarity of presentation (including all necessary materials). | |

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| **Assessment Methods and Criteria:** | **METHODS** | | **EFFECTS ON GRADING** | | | |
|  | Assignments/Presentations | | 30% | | | |
|  | Midterm submission | | 20% | | | |
|  | Final submission | | 50% | | | |
| **ECTS Workload Table:** | | **ACTIVITIES** | | **NUMBER** | **HOUR** | **WORKLOAD** |
|  | | Course Teaching Hours | | **13** | **3** | **39** |
|  | | Assignments | | **2** | **5** | **10** |
|  | | Presentations | | **2** | **5** | **10** |
|  | | Midterm Exam Preparation | | **1** | **17** | **17** |
|  | | Final Exam Preparation | | **1** | **24** | **24** |
|  | | Total workload | |  |  | **100** |
|  | | **Total workload/25** | |  |  | **100/25** |
|  | | **ECTS** | |  |  | **4** |
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**GRADING AND EVALUATION**

The students’ progress will be evaluated throughout the semester.

Grade Scale:

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| --- | --- | --- |
| GRADE | MARKS | VALUE |
| A+ |  |  |
| A | 95-100 | 4.00 |
| A- | 85-94 | 3.70 |
| B+ | 80-84 | 3.30 |
| B | 75-79 | 3.00 |
| B- | 65-74 | 2.70 |

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| GRADE | MARKS | VALUE |
| C+ | 60-64 | 2.30 |
| C | 55-59 | 2.00 |
| C- | 50-54 | 1.70 |
| D+ | 45-49 | 1.30 |
| D | 40-44 | 1.00 |
| F | 0-39 | 0.00 |