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| **ABU_KKK_01-15.jpg** | **ECTS Course Description Form** |
| **PART I ( Senate Approval)** |
| **Offering School**  | *Tourism Faculty* |
| **Offering Department** | *Tourism and Hotel Management* |
| **Program(s) Offered to** | *Tourism and Hotel Management* | *Elective* |
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|  |  |
| **Course Code**  | *TRM 472* |
| **Course Name** | *Management Shadowing* |
| **Language of Instruction** | *English* |
| **Type of Course** | *Lecture* |
| **Level of Course** | *Undergraduate* |
| **Hours per Week** | **Lecture: 3**  | **Laboratory:** | **Recitation:**  | **Practical:** | **Studio:** | **Other:** |
| **ECTS Credit** | *5* |
| **Grading Mode** | *Letter Grade* |
| **Pre-requisites** | *TRM 200 and TRM 300* |
| **Co-requisites** | *None* |
| **Registration Restriction** | *GPA above 2,2 and No courses from prior semesters* |
| **Educational Objective** | *Develop managerial skills of students*  |
| **Course Description** | *Students eligible for this course come to campus on Mondays-Tuesdays-Wednesdays and work on Thursdays-Fridays-Saturday as shadow managers in partner companies.*  |
| **Learning Outcomes**  | **LO1** | *Managerial skills* |
| **LO2** | *Improved communication*  |
| **LO3** | *Problem solving and negotiation skills* |
| **LO4** | *Proactive thinking and acting* |
| **LO5** | *Time management skills* |
| **LO6** | *Self confidence* |
| **n..** |  |
| **PART II ( Faculty Board Approval)** |
| **Basic Outcomes (University-wide)** | **No.** | **Program Outcomes** | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** |
| **PO1** | **Ability** to communicate effectively and write and present a report in Turkish and English.  |  |
| **PO2** | **Ability** to work individually, and in intra-disciplinary and multi-disciplinary teams. |
| **PO3** | **Recognition** of the need for life-long learning and **ability** to access information , follow developments in science and technology, and continually reinvent oneself. |
| **PO4** | **Knowledge** of project management, risk management, innovation and change management, entrepreneurship, and sustainable development. |
| **PO5** | **Awareness** of sectors and **ability** to prepare a business plan. |
| **PO6** | **Understanding** of professional and ethical responsibility and **demonstrating** ethical behavior. |
| **Faculty Specific Outcomes** | **PO7** |  |
| **PO8** |  |
| **PO9** |  |
| **PO10** |  |
| **PO11** |  |
| **PO12** |  |
| **Discipline Specific Outcomes (program)** | **PO13** |  |
| **PO14** |  |
| **PO15** |  |
| **PO16** |  |
| **PO17** |  |
| **PO18** |  |
| **Specialization Specific Outcomes** | **PO N….** |  |
| **PART III ( Department Board Approval)** |
| **Course Subjects, Contribution of Course Subjects to Learning Outcomes, and Methods for Assessing Learning of Course Subjects** | **Subjects** | **Week** |  | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** |
| **S1** |  |  |  |  |  |  |  |  |
| **S2** |  |  |  |  |  |  |  |  |
| **S3** |  |  |  |  |  |  |  |  |
| **S4** |  |  |  |
| **S5** |  |  |
| **S6** |  |  |
| **S7** |  |  |
| **S8** |  |  |
| **S9** |  |  |
| **S10** |  |  |
| **S11** |  |  |
| **Assessment Methods, Weight in Course Grade, Implementation and Make-Up Rules**  | **No.** | **Type** | **Weight** | **Implementation Rule** | **Make-Up Rule** |
| **A1** | **Exam** |  |  |  |
| **A2** | **Quiz** |  |  |  |
| **A3** | **Homework** |  |  |  |
| **A4** | **Project** |  |  |  |
| **A5** | **Report** | 100% | Weekly progress report | - |
| **A6** | **Presentation** |  | - | - |
| **A7** | **Attendance/ Interaction** |  | - | - |
| **A8** | **Class/Lab./****Field Work** |  | - | - |
| **A9** | **Other** |  |  |  |
| **TOTAL** | **100%** |
| **Evidence of Achievement of Learning Outcomes** | Weekly progress report, interview with student as ell as manager |
| **Method for Determining Letter Grade** |  |
| **Teaching Methods, Student Work Load** | **No** | **Method** | **Explanation** | **Hours** |
| ***Time applied by instructor*** |
| **1** | **Lecture** |  |  |
| **2** | **Interactive Lecture** |  |  |
| **3** | **Recitation** |  |  |
| **4** | **Laboratory** |  |  |
| **5** | **Practical** |  |  |
| **6** | **Field Work** | 13 weeks x 3 days  | 156 |
| ***Time expected to be allocated by student*** |
| **7** | **Project** |  |  |
| **8** | **Homework** |  |  |
| **9** | **Pre-class Learning of Course Material**  |  |  |
| **10** | **Review of Course Material** |  |  |
| **11** | **Studio** |  |  |
| **12** | **Office Hour** |  |  |
| **TOTAL** | *156* |
| **IV. PART** |
| **Instructor** | **Name** | *Demet Ceylan* |
| **E-mail** | *demet.ceylan@antalya.edu.tr* |
| **Phone Number** | *0533 437 3812* |
| **Office Number** | *0 242 245 00 00-Ext. 2289* |
| **Office Hours** | *TBA* |
| **Course Materials** | **Mandatory** | *-* |
| **Recommended** | *-* |
| **Other** | **Scholastic Honesty** | *Any student with an academically misbehavior will be expelled from the course. Details are explained in the Article 25 of Antalya Bilim University Directive Regarding Associate and Undergraduate Degree Programs. Penalties range from failure of the assignment/test to expulsion from the university. Again, the instructor will seek for the maximum possible penalty for any violations in this matter.* |
| **Students with Disabilities** | *No obstacles for orthopedic disabled students,**Hearing impaired and blind students must consult before registration to course.* |
| **Safety Issues**  | *The course involves commuting to a facility 3 days a week and working actively in several departments where workers health and safety is supervise dby the company.* |
| **Flexibility** | *The instructor reserves the right to change any aspect of the course in response to the needs of the project and student.* |