

**ANKARA YILDIRIM BEYAZIT UNIVERSITY – DEPARTMENT OF TRANSLATION AND INTERPRETING  
COURSE SYLLABUS**

<b>Course Code</b>	<b>Course Title</b>	<b>Course Type</b>	<b>ECTS Credits</b>	<b>Prerequisite Information</b>	<b>Date of Preparation</b>
IMT243	CAREER PLANNING	Elective	1	-	17.09.2025
<b>Instructor of the Course &amp; E-Mail Address</b>	Asst. Prof. Bilge METIN TEKIN & bilgemetintekin@aybu.edu.tr				
<b>Office Hours &amp; Office Room</b>	Wednesday, 12.00-13.00 & 16.00-17.00 / Thursday, 11.00-13.00 & A140				
<b>Course Content and Objectives</b>	The aim of this course is to introduce students to the basic concepts of career planning, to help them develop career awareness, and to equip them with the ability to plan their transition into professional life after graduation.”				
<b>Textbook(s)</b>	Bozdoğan, D. (Ed.). (2021). Kariyer planlama. TOGÜ Karmer. Hooley, T., Blake, H., & Moreno da Fonseca, P. (2024). Handbook for career development: Introduction to the ILO framework for career development in low- and middle-income countries. International Labour Organization				
<b>Teaching Methods and Techniques</b>	1. Lecture / Presentation 2. Discussion 3. Group Work 4. Case Study 5. Problem Solving				
<b>Course Learning Outcomes</b>	1	To be able to define the basic concepts related to a career			
	2	To acquire knowledge about the competencies expected in the business world			
	3	To recognize career opportunities in line with personal characteristics, values, and expectations			
	4	To compare the sectors in which one can work professionally or voluntarily			
	5	To apply the knowledge and skills necessary to plan the transition to professional life after graduation			
	6				
	7				
<b>Program Outcomes Contributed by the Course</b>	Program Outcomes (PO)				
	PO2	Can acquire knowledge of general culture, subject fields, and other disciplines, and transfer this knowledge to the translation process.			
	PO4	Can access research resources and information technologies, and use them in the translation process.			
	PO5	Acquires an awareness of lifelong learning and, in this regard, can identify and meet learning needs in their own field and/or other fields.			
	PO7	Possesses scientific and ethical values in conducting research, collecting and interpreting data, and in the writing and publication processes in the field of Translation Studies.			
<b>Contribution of the Course to Field Instruction</b>	The students will be able to develop career awareness and facilitate their adaptation to professional life after graduation. They will analyze their own skills, identify career and job opportunities suited to their interests, and take more informed steps in their career planning.				

<b>Topics Covered in the Course</b>	1. Week	Introduction to Career Planning, The Career Planning Process (What is a Career? Why Should We Plan Our Career?)
	2. Week	Basic Concepts
	3. Week	Guest Speaker from the Sector (“Audiovisual Translation / Subtitling – Dubbing”)
	4. Week	Understanding the Translation Profession and Its Legal Framework
	5. Week	Goal Setting – Short, Medium, and Long-Term Goals / Identifying and Overcoming Obstacles
	6. Week	Guest Speaker from the Sector (“Translation Education in the Digital Age”)
	7. Week	Creating an Action Plan – Defining Steps / Identifying Resources (Education, Experience, Financial...) / Networking
	8. Week	Midterm Week
	9. Week	Self-Discovery – Recognizing Your Values and Interests (Using a Personality Inventory); The Importance of Lifelong Learning
	10. Week	Career Change (What to Consider When Changing Careers) – Job Search Strategies and Interview Preparation
	11. Week	Guest Speaker from the Sector (“Conference Interpreting”)
	12. Week	Preparing an Effective CV
	13. Week	Workplace Skills (Collaboration, Communication, Problem-Solving, etc.)
	14. Week	Guest Speaker from the Sector (“Career and Communication in a Translation Agency”)
	15. Week	Effective Presentation Skills
<b>Disability Policy</b>	<p>If you have a documented disability (e.g., visual, hearing, or physical impairment, etc.) that may influence your performance in this course, it is recommended to meet with the Engelsiz AYBU (<a href="https://aybu.edu.tr/engelsiz/content_list-327-yildirim-beyazit-universitesi-engelsiz-universite-birimi-yonergesi.html">https://aybu.edu.tr/engelsiz/content_list-327-yildirim-beyazit-universitesi-engelsiz-universite-birimi-yonergesi.html</a>) to arrange for reasonable conditions (such as accommodation, etc.) to ensure an equitable opportunity to meet all the requirements of this course. You may also contact the local authority of the Faculty of Humanities and Social Sciences. You should communicate your needs to the course instructor as soon as possible to ensure that any course needs concerning exams, lecture materials, etc. are met.</p>	