Akdeniz University

F. Course Description

Course Name	Civic Awareness and Engagement (CAE)		

Course Language	Turkish		

Course Level	Associate Degree (x)	Bachelor's Degree (x)	Master's Degree (x)	Doctor of Philosophy ( )

Mode of Delivery		
Formal Education (x)	Evening Education (x)	Distance Learning ( )

Course Type		Course Unit Code	Course Code
Compulsory ( )	Elective ( )	TDP	303/304

Theory (Hours)	Practice (Hours)	Total	Semester	National Credits	ECTS
2	0	2	Fall/Spring	2	2

Course Objectives	**To provide the fundamentals and principles of civic awareness, project technique and philosophy to design civic awareness and engagement projects.** **In addition, with these projects, students are supposed to;** **1. Participate in social life with a sense of "awareness" and "responsibility".** **2. Gain experience in different social environments.** **3. Instill the awareness that it is also a social responsibility to make positive contributions to the society they live in.** **4. Enhance their own understanding of becoming competent with improved self-confidence.**
Course Content	**Civic Awareness and Engagement Projects are practice-based projects aiming both to increase the quality of life of different groups of needs and to enhance students' own professional and personal developments (directly and indirectly).** **Projects can enable students to develop/reinforce their sense of belonging and make them feel happy to contribute effectively to the society they live in. In addition, students can make "solid" and "direct" contributions to the community service activities of universities with these projects. The projects can be another "successful" and "sustainable" example of inter-university collaboration and university-community interaction.** **However, the main concern and contribution of the projects is "social benefit".** *Key concepts: Awareness, responsibility, volunteerism, project, project cycle management, logical framework approach in projects*
Pre-requisites	None
Recommended Elective Courses	None
Course Learning Outcomes	**Students completing a civic awareness and engagement project successfully;** 1. **Knows the concepts of project and project cycle management.** 2. **Explains the logical framework approach in projects.** 3. **Recognizes the possible problems encountered in project implementation.**

Akdeniz University

	4. **Evaluates ways to create and find resources.** 5. **Designs a Civic Awareness and Engagement Project and apply it.** 6. **Enhance their knowledge and skills about social aspects of life.** 7. **Reinforce what they have learned by doing, experiencing and letting others experience.** 8. **Develop efficient working skills within a group.** 9. **Show different sensitivities.**
Course Coordinator	**Civic Awareness and Engagement Project Coordination Unit**
Course Lecturer(s)	
Course Assistants	

Teaching Methods		
(x) Oral Presentation	(x) Case Study	(x) Computer assisted
(x) Discussion	(x) Drama	( ) Laboratory
(x) Problem Solving	( ) Invention	(x) Question-Answer
( ) Experiment	(x) Project	(x) Ppt. Presentation

Course Notes / Textbooks	1. **"Ders Notları"** (Y. Kaplan) 2. **"Proje Döngüsü Yönetimi Mantıksal Çerçeve Yaklaşımı"** (F. C. Tekindağ) 3. **"Sivil Toplumdan Proje Örnekleri"** (STGP) 4. **"Türkiye'de Gönüllülük"** (Article / Bilgi University) 5. **"Pay it Forward"** (Movie) 6. **"Sivil Toplum Geliştirme Merkezi Derneği"** (stgm.org.tr) 7. **"Gençlik ve Spor Bakanlığı"** (gonulluyuzbiz.gov.tr) 8. **"Sosyal Sorumluluk"** (Elvettin Akman, Kenan Ören, H. Bahadır Eser / Pelikan Yayınları-Sosyoloji Dizisi) 9. **"Kurumsal Sosyal Sorumluluk"** (Seçil Deren Van Het Hofc , Sibel Hoştut / Nobel Akademik Yayıncılık) 10. **"Sürdürülebilir Kurumsal Sosyal Sorumluluk Projeleri"** (Ekin Yayınevi) 11. **"Kurumsal Sosyal Sorumluluk"** (Tuğçe Gürel Boran / Beta Yayınevi)

Evaluation System		
( ) Direct Conversion System		( ) Relative Assessment

	Requirements	Number	Percentage of Grade
Measurement and Evaluation System	**Attendance**	**15**	**Strongly suggested!**
	Quizzes		
	Midterm Exam(s)	**1**	**40**
	Homework(s) / Seminar(s)	**14**	
	Term Assignment(s) / Project	**1**	
	Practice		
	Others		
	Final Exam	**1**	**60**
Total			**% 100**

Akdeniz University

	Distribution of Topics By Weeks	
Weeks	**Topics**	**Preparatory Work**
1	**Project, Project Cycle, Causes of Project Failures** **Examples of Successful Projects in Turkey and the World**	**Recommended Reading**
2	**Project Preparation Processes:** **Logical Framework Approach in Projects**	**Recommended Reading**
3	**Strategies for Finding Funds / Resources** **Regulations of Civic Awareness and Engagement Projects:** **The materials to be used in practice**	**Recommended Reading**
4	**Communication, Communication with Individuals with Disadvantages and Empathy**	**Recommended Reading**
5	**Conceptual Remarks: Social Acceleration, Social Cop-Out, Volunteering, Responsibility …** **Get Started…**	**Recommended Reading**
6	**Last meeting of the project group before the practices; final review of project preparations**	**Recommended Reading**
7	**Practice of the prepared project**	**Project-specific preparations**
8	**Practice of the prepared project**	**Project-specific preparations**
9	**Practice of the prepared project, Midterm Exam Presentations**	**Project-specific preparations**
10	**Practice of the prepared project**	**Project-specific preparations**
11	**Practice of the prepared project**	**Project-specific preparations**
12	**Practice of the prepared project**	**Project-specific preparations**
13	**Practice of the prepared project** **"Shareholder Evaluation Surveys" applications; Preparing for project presentation**	**Project-specific preparations**
14	**Project final event / festival** **"Project Evaluation and Final Report" preparation** **Project presentation preparations**	**Project-specific preparations**
15	**Presentation of the projects to the public; Uploading them to AVESIS**	**Event preparation and organisation**

Program Outcomes	Course Learning Outcomes*									
	LO1	LO2	LO3	LO4	LO5	LO6	LO7	LO8	LO9	LO10
PO 01										
PO 02										
PO 03										
PO 04										
PO 05										
PO 06										
PO 07										
PO 08										
PO 09										
PO 10										
PO 11										
PO 12										
PO 13										
PO 14										

* 1: Low   2: Lowest   3: Average   4: High   5: Highest

Akdeniz University

ECTS of the Course Based on Learning, Teaching and Evaluation Activities (Average Hours)				
Activities	Number	Preparatory Work	Duration	Total Workload
Theory	15		2	30
Practice				
Homework(s) / Seminar(s)				
Practice	10		2	20
Project Presentation				
Other Learning Activities				
Quizzes				
Midterm Exam(s)	1	3	1	4
Final Exam	1	5	1	6
			Total Workload (Hours)	60
	Rounding [Total Workload (hours) / Weekly Workload (30)] = **ECTS**			2

Akdeniz University

F. Course Description			
Course Name	**Civic Awareness and Engagement I / (CAE I)**		
Course Language	**Turkish**		
Course Level	**Associate Degree (x)**	**Bachelor's Degree (x)**	Master's Degree ( )	Doctor of Philosophy ( )
Mode of Delivery			
Formal Education (x)	Evening Education ( )		Distance Learning ( )
Course Type		**Course Unit Code**	**Course Code**
Compulsory ( )	Elective ( )	**TDP**	**301**
Theory (Hours)	**Practice (Hours)**	**Total**	**Semester**	**National Credits**	**ECTS**
2	**0**	**2**	**Fall**	**2**	**2**

Course Objectives	**To provide the fundamentals and principles of civic awareness, project technique and philosophy to design civic awareness and engagement projects.**
Course Content	**Civic Awareness and Engagement Projects are practice-based projects aiming both to increase the quality of life of different groups of needs and to enhance students' own professional and personal developments (directly and indirectly).** *Key concepts: Project, Project cycle management, logical framework approach in projects*
Pre-requisites	
Recommended Elective Courses	
Course Learning Outcomes	1. **Knows the concepts of project, project cycle, project cycle management etc.** 2. **Categorizes the causes of project failures.** 3. **Explains the logical framework approach in projects.** 4. **Uses the concepts of communication, communication processes and empathy.** 5. **Recognizes the materials to be used in practice.** 6. **Evaluates possible projects.** 7. **Recognizes the possible problems encountered in project implementation.** 8. **Evaluates ways to create and find resources.** 9. **Designs a Civic Awareness and Engagement Project**
Course Coordinator	**Civic Awareness and Engagement Project Coordination Unit**
Course Lecturer(s)	

Akdeniz University

Course Assistants	

Teaching Methods		
(x) Oral Presentation	(x) Case Study	(x) Computer assisted
(x) Discussion	( ) Drama	( ) Laboratory
( ) Problem Solving	( ) Invention	(x) Question-Answer
( ) Experiment	(x) Project	(x) Ppt. Presentation

Course Notes / Textbooks	1. **"Ders Notları"** (Y. Kaplan) 2. **"Proje Döngüsü Yönetimi Mantıksal Çerçeve Yaklaşımı"** (F. C. Tekindağ) 3. **"Sivil Toplumdan Proje Örnekleri"** (STGP) 4. "Türkiye'de Gönüllülük" (Article / Bilgi University) 5. "Pay it Forward" (Movie) 6. "Sivil Toplum Geliştirme Merkezi Derneği" (stgm.org.tr) 7. "Gençlik ve Spor Bakanlığı" (gonulluyuzbiz.gov.tr) 8. "Sosyal Sorumluluk" (Elvettin Akman, Kenan Ören, H. Bahadır Eser / Pelikan Yayınları-Sosyoloji Dizisi) 9. "Kurumsal Sosyal Sorumluluk" (Seçil Deren Van Het Hofc , Sibel Hoştut / Nobel Akademik Yayıncılık) 10. "Sürdürülebilir Kurumsal Sosyal Sorumluluk Projeleri"(Ekin Yayınevi) 11. "Kurumsal Sosyal Sorumluluk" (Tuğçe Gürel Boran / Beta Yayınevi)

Evaluation System		
( ) Direct Conversion System		( ) Relative Assessment

Mesarument and Evaluation System	Requirements	Number	Percentage of Grade
	Attendance	**15**	**Strongly suggested!**
	Quizzes		
	Midterm Exam(s)	**1**	**40**
	Homework(s) / Seminar(s)	**14**	
	Term Assignment(s) / Project	**1**	
	Practice		
	Others		
	Final Exam	**1**	**60**
	Total		**% 100**

Akdeniz University

Distribution of Topics By Weeks		
Weeks	**Topics**	**Preparatory Work**
1	Introduction of the course and related discussions	Syllabus
2	Project, Project Cycle, Causes of Project Failures	Recommended Reading
3	Examples of Successful Projects in Turkey and the World	Recommended Reading
4	Logical Framework Approach in Projects	Recommended Reading
5	SWOT Analysis and Project Idea	Recommended Reading
6	Communication, Communication Processes and Empathy	Recommended Reading
7	Regulations of Civic Awareness and Engagement Projects: Introducing the materials to be used in practice	Recommended Reading
8	Information / Evaluation: "Possible Projects", Current Issues in Civic Awareness and Engagement	Recommended Reading
9	Midterm Exam	
10	Announcement and Presentation of the projects offered. Next Process …	Recommended Reading
11	Conceptual Remarks: Social Acceleration, Social Cop-Out, Volunteering, Responsibility … Get Started…	Recommended Reading
12	Strategies for Finding Funds / Resources	Recommended Reading
13	Review: Next Step of the Project Groups	Recommended Reading
14	Project Specific Issues / Studies	Recommended Reading
15	General Overview and Discussion	

Program Outcomes	Course Learning Outcomes*									
	LO1	LO2	LO3	LO4	LO5	LO6	LO7	LO8	LO9	LO10
PO 01										
PO 02										
PO 03										
PO 04										
PO 05										
PO 06										
PO 07										
PO 08										
PO 09										
PO 10										
PO 11										
PO 12										
PO 13										
PO 14										

* 1: Low   2: Lowest   3: Average   4: High   5: Highest

Akdeniz University

ECTS of the Course Based on Learning, Teaching and Evaluation Activities (Average Hours)				
Activities	Number	Preparatory Work	Duration	Total Workload
Theory	**15**		**2**	**30**
Practice				
Homework(s) / Seminar(s)				
Term Assignment / Project	**1**	**14**	**1**	**15**
Practice				
Other Learning Activities	**It differs**	**4**	**1**	**5**
Quizzes				
Midterm Exam(s)	**1**	**4**	**1**	**5**
Final Exam	**1**	**4**	**1**	**5**
Total Workload (Hours)				60
Rounding [Total Workload (hours) / Weekly Workload (30)] = **ECTS**				3

Akdeniz University

F. Course Description

Course Name	Civic Awareness and Engagement II / (CAE II)			
Course Language	Turkish			
Course Level	Associate Degree (x)	Bachelor's Degree (x)	Master's Degree ( )	Doctor of Philosophy ( )

Mode of Delivery		
Formal Education (x)	Evening Education ( )	Distance Learning ( )

Course Type		Course Unit Code	Course Code
Compulsory ( )	Elective ( )	TDP	302

Theory (Hours)	Practice (Hours)	Total	Semester	National Credits	ECTS
2	0	2	Spring	2	2

Course Objectives	Individuals' positive contributions to society is not only a matter of capability, but also a social responsibility. Students should learn not only to "take" and "wait for it" but also to "give", "share" and "make sacrifices". They should know that they can do many things themselves to change the things they complain about. They can "make a difference"! With these projects, students are supposed to; 1. participate in social life with a sense of "awareness" and "responsibility". 2. gain experience in different social environments. 3. instill the awareness that it is also a social responsibility to make positive contributions to the society they live in. 4. enhance their own understanding of becoming competent with improved self-confidence.
Course Content	With these projects, students will be able to increase the quality of life of different groups of needs and to enhance their own professional and personal developments (directly and indirectly). Projects can enable students to develop/reinforce their sense of belonging and make them feel happy to contribute effectively to the society they live in. In addition, students can make "solid" and "direct" contributions to the community service activities of universities with these projects. The projects can be another "successful" and "sustainable" example of inter-university collaboration and university-community interaction. However, the main concern and contribution of the projects is "social benefit".
Pre-requisites	None
Recommended Elective Courses	None
Course Learning Outcomes	Students completing a civic awareness and engagement project succesfully; 1. Enhance their knowledge and skills about social aspects of life.

Akdeniz University

2. Reinforce what they have learned by doing, experiencing and letting others experience.

3. Develop basic management techniques and skills.

4. Develop efficient working skills within a group.

5. Question the basic rights and responsibilities of citizens.

6. Show different sensitivities.

7. Make an effort to popularise science/ culture/ art/ history/ Literature/ nature and sport in the society.

Course Coordinator	
Course Lecturer(s)	
Course Assistants	

Teaching Methods		
(x) Oral Presentation	( ) Case Study	( ) Computer assisted
(x) Discussion	(x) Drama	( ) Laboratory
(x) Problem Solving	( ) Invention	(x) Practice
( ) Experiment	(x) Project	( ) ………………….

Course Notes / Textbooks	1. "Proje Döngüsü Yönetimi Mantıksal Çerçeve Yaklaşımı" (F. C. Tekindağ) 2. "Sivil Toplumdan Proje Örnekleri" (STGP) 3. "Türkiye'de Gönüllülük" (Makale / Bilgi Üniversitesi) 4. "Pay it Forward" (Film) 5. "Sivil Toplum Geliştirme Merkezi Derneği" (stgm.org.tr) 6. "Gençlik ve Spor Bakanlığı" (gonulluyuzbiz.gov.tr) 7. "Sosyal Sorumluluk" (Elvettin Akman, Kenan Ören, H. Bahadır Eser / Pelikan Yayınları-Sosyoloji Dizisi) 8. "Kurumsal Sosyal Sorumluluk" (Seçil Deren Van Het Hofc, Sibel Hoştut / Nobel Akademik Yayıncılık) 9. "Sürdürülebilir Kurumsal Sosyal Sorumluluk Projeleri" (Ekin Yayınevi) 10. "Kurumsal Sosyal Sorumluluk" (Tuğçe Gürel Boran / Beta Yayınevi)

Evaluation System		
( ) Direct Conversion System		( ) Relative Assessment

	Requirements	Number	Percentage of Grade
Mesarument and Evaluation System	Attendance	15	
	Quizzes		
	Midterm Exam(s) (Project presentations)	1	40
	Homework(s)		
	Term Assignment(s) / Project		
	Practice (Laboratory, Atelier , Field Work,	14	

Akdeniz University

	Problem Based Learning- PBL Reports)		
	Others	1	
	Final Exam	1	60
	Total		**% 100**

Akdeniz University

Distribution of Topics By Weeks		
Weeks	**Topics**	**Preparatory Work**
1	**Last meeting of the project group before the practices; final review of project preparations**	**Project-specific preparations**
2	**Practice of the prepared project**	**Project-specific preparations**
3	**Practice of the prepared project**	**Project-specific preparations**
4	**Practice of the prepared project**	**Project-specific preparations**
5	**Practice of the prepared project**	**Project-specific preparations**
6	**Practice of the prepared project**	**Project-specific preparations**
7	**Practice of the prepared project**	**Project-specific preparations**
8	**Practice of the prepared project**	**Project-specific preparations**
9	**Midterm (Project presentations)**	**Project-specific preparations**
10	**Practice of the prepared project**	**Project-specific preparations**
11	**Practice of the prepared project**	**Project-specific preparations**
12	**Project final event / festival**	**Project-specific preparations**
13	**"Shareholder Evaluation Surveys" applications; Preparing for project presentation**	**Project-specific preparations**
14	**"Project Evaluation and Final Report" preparation**	**Project-specific preparations**
15	**Presentation of the projects to the public; Uploading them to AVESIS**	**Project-specific preparations**

Program Outcomes	Course Learning Outcomes*									
	LO1	**LO2**	**LO3**	**LO4**	**LO5**	**LO6**	**LO7**	**LO8**	**LO9**	**LO10**
PO 01										
PO 02										
PO 03										
PO 04										
PO 05										
PO 06										
PO 07										
PO 08										
PO 09										
PO 10										
PO 11										
PO 12										
PO 13										
PO 14										

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