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| **COURSE DESCRIPTION FORM** | |
| **Course Code and Name** | **SYB 341 PROTOCOL MANAGEMENT** |
| **Course Semester** | Fall-Spring |
| **Catalog Content** | Basic principles and rules for protocol management and social behavior patterns |
| **Textbook** | Nihat Aytürk: Protokol Yönetimi, Nobel Yayın Dağıtım, 2018 |
| **Supplementary Textbooks** | 1. Sosyal Davranış ve Protokol, Anadolu Üniversitesi Yayınları,  2. İnternet |
| **Credit** | 3 |
| **Prerequisites of the Course**  **(Attendance Requirements)** | Attendance Required |
| **Type of the Course** | Elective |
| **Instruction Language** | Turkish |
| **Course Objectives** | Teaching all the principles and social codes of conduct that an administrator should know and apply. |
| **Course Learning Outcomes** | 1. Gaining the knowledge and skills of the protocol.  2. Learning the principles and rules of social behavior. |
| **Instruction Methods** | Formal learning |
| **Weekly Schedule** | 1. Principles of Protocol, Types of Social Behavior Basics 2. Behavior and speech protocol 3. Rules of respect, good manners and courtesy 4. Clothing Protocol, social ceremonies and celebrations 5. Visiting and gifting protocol 6. Invitation and banquet protocol 7. Authority protocol 8. Midterm exam 9. Institutional Protocol 10. Meeting and correspondence protocol 11. National ceremonial protocol 12. Organizational protocol activities 13. Institutional ceremonial protocol 14. Institutional behavior protocol 15. Evaluation |
| **Teaching and Learning Methods** | Weekly theoretical course hours  Reading Activities  Internet browsing, library work  Preparation of Midterm and Midterm Exam  Final Exam and Preparation for Final Exam |
| **Assessment Criteria** | |  |  |  | | --- | --- | --- | |  | **Numbers** | **Total Contribution (%)** | | Midterm Exams | 1 | 50 | | Assignment |  |  | | Application |  |  | | Projects |  |  | | Practice |  |  | | Quiz |  |  | | Percent of In-term Studies (%) | 1 | 50 | | Percentage of Final Exam to Total Score (%) | 1 | 50 | | Attendance |  |  | |
| **Workload** | |  |  |  |  | | --- | --- | --- | --- | | **Activity** | **Total Number of Weeks** | **Duration (weekly hour)** | **Total Period Work Load** | | Weekly Theoretical Course Hours | 14 | 3 | 42 | | Weekly Tutorial Hours |  |  |  | | Reading Tasks | 14 | 1 | 14 | | Studies |  |  |  | | Material Design and Implementation |  |  |  | | Report Preparing |  |  |  | | Preparing a Presentation |  |  |  | | Presentations |  |  |  | | Midterm Exam and Preparation for Midterm Exam | 3 | 3 | 9 | | Final Exam and Preparation for Final Exam | 3 | 4 | 12 | | Other (should be emphasized) |  |  |  | | Total Workload |  |  | 77 | | Total Workload / 25 |  |  | 3,08 | | Course Credit (ECTS) |  |  | 3 | |
| **Contribution Level Between Course Learning Outcomes and Program Outcomes** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | No | Program Outcomes | 1 | 2 | 3 | 4 | 5 | | 1 | CO 1 |  |  |  | X |  | | 2 | CO 2 |  |  |  | X |  | | 3 | CO 3 |  |  | X |  |  | | 4 | CO 4 |  | X |  |  |  | | 5 | CO 5 |  |  |  | X |  | | 6 | CO 6 |  |  |  | X |  | | 7 | CO 7 | X |  |  |  |  | | 8 | CO 8 |  |  |  |  | X | | 9 | CO 9 | X |  |  |  |  | | 10 | CO 10 |  |  |  |  | X | | 11 | CO 11 |  |  | X |  |  | | 12 | CO 12 |  |  |  | X |  | | 13 | CO 13 |  |  |  | X |  | | 14 | CO 14 |  |  |  | X |  | | 15 | CO 15 | X |  |  |  |  | | 16 | CO 16 |  | X |  |  |  | | 17 | CO17 |  |  |  | X |  | | 18 | CO18 | X |  |  |  |  | | 19 | CO19 |  |  |  |  | X | | 20 | CO20 | X |  |  |  |  | | 21 | CO 21 |  |  | X |  |  | | 22 | CO 22 |  | X |  |  |  | |
| **The Course’s Lecturer(s) and Contact Informations** | Dr. Murat KALFA [mkalfa@gazi.edu.tr](mailto:mkalfa@gazi.edu.tr) |