**Name of the Course : KY333/Administration Sociology and Culture**

**Medium of the Course :** Turkish

**Aim of the Objective :** In this lesson; It is aimed to obtain information about the conceptual and theoretical foundations of the management system and its scope, and about the cultural characteristics that shape management systems. The managerial cultures of different countries, especially their diversity, will be explained on the basis of selected examples.

**Level of the Course :** Master Degree

**Type/ Content of the Course :** Elective / Lack of originality debates in our practical administrations, the shaping of progress through the search for a political-administrative system, merit, ostentation, complaint culture, the culture that emerged from the bureaucrats and the home since the birth of bureaucracy, opposition to ethical values, the change in the physiology of genders in managerial attitudes.

**Credit of the Course :** 3

**Term / Weekly Hour :** Spring / 3

**Name(s)/Surname(s) of Instructors :** Assoc. Prof. Dr. Hatice ALTUNOK

**Contect Number of Insts. :**

**Program Coordinator :** Prof. Elif ÇOLAKOĞLU

**Prerequisites : -**

**Teaching Methods :** Individual Reading, Presentation, Historical Periods Review, Discussion, Project Preparation

**Resources :** Resources for this lesson, differentiation according to weekly topics and current readings are determined.

**WEEKLY TOPICS**

|  |  |
| --- | --- |
| **Weeks** | **Units** |
| **1** | Explaining the content of the courseIntroduction/Sharing of Obligations/Allocation of Topics |
| **2** | Conceptual framework and historical process about management sociology and management culture |
| **3** | Basic features of Turkish management culture II |
| **4** | Basic features of Turkish management culture II |
| **5** | Examples of different country management cultures |
| **6** | Habits that shape management culture |
| **7** | **Midterm** |
| **8** | The impact of managerial reforms on management culture |
| **9** | The role of training of employees in the public bureaucracy in shaping the managerial culture |
| **10** | The role of ethical values in shaping managerial culture |
| **11** | Merit as the basic component of managerial culture |
| **12** | Reflection of gender equality policies on administrative culture |
| **13** | Factors affecting the supervisor-officer relationship |
| **14** | Evaluation of law enforcement institutions in terms of managerial culture |
| **15** | **Semester final exam** |

**EVALUATION SYSTEM**

|  |  |  |
| --- | --- | --- |
| **Semester Studies** | **Number** | **Contribution Margin %** |
| **Attandence** | 1 | 10 |
| **Quiz** |  | - |
| **Midterm** | 1 | 30 |
| **Practice** | - | - |
| **Project** | - | - |
| **Assignment / Presentation** | 1 | 20 |
| **Final** | 1 | 40 |
| **Total** | 4 | 100 |

**ECTS / WORKLOAD TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITES** | **NUMBER** | **DURATION****(Hour)** | **Total workload (Hour)** |
| **Theoretical Course (+Practice)** | 14 | 3 | 42 |
| **Duration of Out-of-Class Study** | 14 | 4 | 56 |
| **Presentation/Seminar Preparation** | 2 | 6 | 12 |
| **Project** | - | - | - |
| **Assignments** | - | - | - |
| **Midterm**1. **Exam**
2. **Individual Study For The Exam**
 | 1 | 30 | 30 |
| **Final**1. **Exam**
2. **Individual Study For The Exam**
 | 1 | 40 | 40 |
| **Total workload (hours)** | **32** | **83** | **180** |
| **ECTS Credit of The Course (Total workload (hours) / 25)**  |  |  | **7** |

**COURSE OUTCOMES**

|  |  |
| --- | --- |
| **No.** | **Explanation** |
| **O1** | Learns the basic concepts and characteristics of management sociology and management culture. |
| **O2** | Learns the general characteristics of Turkish management culture. |
| **O3** | Gain knowledge about the management culture of different countries. |
| **O4** | Can evaluate the factors that shape management culture |
| **O5** | Can examine the importance of cultural values for the administrative system and structure. |

**PROGRAM QUALIFICATIONS**

|  |
| --- |
|  |
| **No.** | **Explanation** | **Contribution Level of the Course** |
| **0** | **1** | **2** | **3** | **4** | **5** |
| **P1** | The student has conceptual knowledge of Public Administration in order to understand the relationship between theory and practice. |  |  |  |  |  | X |
| **P2** | The student understands the multidisciplinary interaction to which the field is linked. |  |  |  |  |  | X |
| **P3** | The student has the fundamental rules for the administrative functioning of center-local relations. |  |  |  |  |  | X |
| **P4** | The student has advanced knowledge of how to plan and perform current research methods and techniques required by Public Administration science, in addition to being able to apply them. |  |  |  |  |  | X |
| **P5** | The student can develop and deepen her/his knowledge in the field of public administration at the level of expertise based on undergraduate level qualifications. |  |  |  |  |  | X |
| **P6** | The student understands management and leadership theories and has the knowledge to prepare reports in various public institutions, particularly security institutions, and to prepare works in accordance with academic rules. |  |  |  |  |  | X |
| **P7** | The student leadership and entrepreneurial abilities take individual and team responsibility for resolving any crisis, disruption, or problem. |  |  |  |  |  | X |
| **P8** | With an academic perspective, the student follows theoretical and practical developments in the fields of administration, law, politics, urbanization, and environmental problems, which are the main branches of public administration in Turkey and around the world. |  |  |  |  |  | X |

**CONTRIBUTION OF COURSE LEARNING OUTCOMES TO PROGRAM PROFICIENCY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **All** | **P1** | **P2** | **P3** | **P4** | **P5** | **P6** | **P7** | **P8** |
| **O1** | 5 | 5 | 4 | 4 | 5 | 4 | 4 | 5 |
| **O2** | 5 | 5 | 4 | 4 | 5 | 4 | 5 | 5 |
| **O3** | 5 | 4 | 3 | 3 | 4 | 3 | 3 | 3 |
| **O4** | 5 | 5 | 3 | 4 | 5 | 4 | 4 | 5 |
| **O5** | 4 | 5 | 5 | 4 | 5 | 4 | 4 | 5 |

 **0- None 1- Very Low 2- Low 3- Moderate 4- High 5- Very High**

**Assoc. Prof. Dr. Hatice ALTUNOK**

 **Instructor**

**(Sign)**

**Prof.Elif ÇOLAKOĞLU**

**Head of Department of Public Administration**

**for Post Graduate Programs**

**Name of the Course : KY343 / Identity, Culture and Diversity Management**

**Medium of the Course :** Turkish

**Aim of the Objective :** This course aims to evaluate the needs of identity, culture and diversity management in society, institutions and businesses.

**Level of the Course :** Master Degree

**Type/ Content of the Course :** Elective / The conceptual foundation for managing identity, culture, and diversity in organizations, businesses, and society is explored in this course. In this context, political science, business, sociology, and international relations are used to assess how politics, society, and management relate to the concept of diversity.

**Credit of the Course :** 3

**Term / Weekly Hour :** Spring

**Name(s)/Surname(s) of Instructors :** PhD. Tarık AK

**Contect Number of Insts. :**

**Program Coordinator : Prof. Elif ÇOLAKOĞLU**

**Prerequisites :**

**Teaching Methods :** Theoretical expression

**Resources :**

* Akduru, H. E. (2020). Kamu Sektöründe Kültürel Farklılıkların Yönetimi: Milas (Muğla) Örneği. Ankara Hacı Bayram Veli Üniversitesi İktisadi Ve İdari Bilimler Fakültesi Dergisi, 22(2), 551-569.
* Akıncı Vural, Z. B. & Liedtke, C. (2017). Farklılıkların Yönetimi ve Kurum Kültürü: Sistem Teorisi Perspektifi. Gümüşhane Üniversitesi İletişim Fakültesi Elektronik Dergisi, 5(1), 1-33. https://doi.org/10.19145/gumuscomm. 278408
* Bauman, Z. (2022). Kimlik. (Çev. Mesut Hazır) Ankara: Heretik Yayınları
* Bauman, Z., Bauman, I., Koçiatkiewicz, J. & Kostera, M. (2024). Akışkan Modern Dünyada Yönetim. (Çev. Aslı Önal) Ankara: Ayrıntı Yayınları
* Chomssky, N. (2019). Terörizm Kültürü. (Çev. Zeynep Nur Ayanoğlu) İstanbul: İnkılap Yayınları
* Collony, W.E. (2019). Kimlik ve Farklılık. (Çev. Ferma Lekesizalın) İstanbul: Ayrıntı Yayınları
* Coşar, B. (2019). Destek Kültürünün Rekabet Avantajına Etkisinde Farklılıkların Yönetiminin Düzenleyici Rolü. Bandırma Onyedi Eylül Üniversitesi Sosyal Bilimler Araştırmaları Dergisi, 2(1), 152-166.
* Çağlın Usta, Ö., & Bayraktar, O. (2017). İşletmelerde Farklılıkların Yönetimi ve İşten Ayrılma Niyetine Etkisi. İş’te Davranış Dergisi, 2(2), 68-78. https://doi.org/10.25203/idd.327141
* Çakır, E., Sarıhan, Z., & Sarıhan, N. Ö. (2014). Yerel Yönetimlerde Suç Önleme Politikası Olarak Farklılıkların Yönetimi: Seferihisar Belediyesinde Bir Uygulama. Karamanoğlu Mehmetbey Üniversitesi Sosyal Ve Ekonomik Araştırmalar Dergisi, 2014(3), 227-231. https://doi.org/10.18493/kmusekad.98986
* Demir, K. A. (2020). Devlet İdaresinde Farklılıkların Yönetimi: Farklılıklar Değerimizdir Kurgusu Üzerine Bir Deneme. Anadolu Üniversitesi Sosyal Bilimler Dergisi, 20(1), 1-22. https://doi.org/10.18037/ausbd.700312
* Eagleton, T. (2023). Kültür. (Çev. Berrak Göçer) İstanbul: Tellekt Yayınları
* Eagleton, T. (2022). Kültür Yorumları. (Çev. Özge Çelik) İstanbul: Tellekt Yayınları
* Gros, F. (2023). Güvenlik İlkesi. (Çev. Servet Ugan) İstanbul: Kolektif Kitap
* Kevser, M. (2020). Farklılıkların Yönetimi Kavramına Yönelik Kuramsal Bir Değerlendirme. International Journal of Business and Economic Studies, 1(2), 86-95.
* Köksalan, N. (2019). Farklılıkların Yönetimi. Meriç Uluslararası Sosyal Ve Stratejik Araştırmalar Dergisi, 3(6), 51-66.
* Majidli, F. & Budak, G. (2018). Mobbing İle Mücadelede Farklılıkların Yönetimi Stratejileri. Dokuz Eylül Üniversitesi İktisadi İdari Bilimler Fakültesi Dergisi, 33(1), 129-161. https://doi.org/10.24988/deuiibf.2018331696
* Öğe, H. & Canbolat, M. A. (2019). Farklılıkların Yönetiminin Örgütsel Yaratıcılık ve Yenilik Performansı Üzerine Etkisi: Tekstil Sektöründe Bir Uygulama. Yorum Yönetim Yöntem Uluslararası Yönetim Ekonomi Ve Felsefe Dergisi, 7(2), 111-128. https://doi.org/10.32705/yorumyonetim.615959
* Özkan, F. & Kaygısız, E. (2020). Farklılıkların Yönetimi ve Bilgi Paylaşımı İlişkisi Üzerine Bir Araştırma. Anadolu Üniversitesi İktisadi Ve İdari Bilimler Fakültesi Dergisi, 21(3), 1-19.
* Soysal, A. & Yalçın, Y. (2016). Örgütlerde Farklılıkların Yönetiminde Yeni Bir Yaklaşım: Müzakereci Kişilik. Kahramanmaraş Sütçü İmam Üniversitesi İktisadi Ve İdari Bilimler Fakültesi Dergisi, 3(1), 27-41.
* Sürgevil, O. (2008). Farklılık Kavramına ve Farklılıkların Yönetimine Temel Oluşturan Sosyo-Psikolojik Kuramlar ve Yaklaşımlar. Balıkesir Üniversitesi Sosyal Bilimler Enstitüsü Dergisi, 11(20), 111-124.
* Uğur, S. S. & Uğur, U. (2014). Yöneticilik ve Liderlik Ayrımında Kişisel Farklılıkların Rolü. Organizasyon Ve Yönetim Bilimleri Dergisi, 6(1), 122-136.

Yeşil, S. & Purtaş, S. (2017). Farklılıkların Yönetimi, Kurumsal İtibar ve İşletme Performansı Üzerine Tekstil Sektöründe Bir Alan Araştırması. Kahramanmaraş Sütçü İmam Üniversitesi İktisadi ve İdari Bilimler Fakültesi Dergisi, 7(2), 173-194.

**WEEKLY TOPICS**

|  |  |
| --- | --- |
| **Weeks** | **Units** |
| **1** | Presenting the general framework of the concepts of identity, culture and diversity |
| **2** | Understanding the concept of identity in individual and social context |
| **3** | Understanding the concept of culture in the context of social and nation state-I |
| **4** | Understanding the concept of culture in the context of social and nation state-II |
| **5** | Understanding the concept of culture and diversity in the context of class, status, politics and nation state-I |
| **6** | Understanding the concept of culture and diversity in the context of class, status, politics and nation state-II |
| **7** | Understanding the concept of culture and diversity in the context of class, status, politics and nation state-III |
| **8** | Identity, culture and diversity management in the axis of modernization and globalization-I |
| **9** | Identity, culture and diversity management in the axis of modernization and globalization-II |
| **10** | Diversity management in organizations and businesses-I |
| **11** | Diversity management in organizations and businesses-II |
| **12** | Diversity management in organizations and businesses-III |

**EVALUATION SYSTEM**

|  |  |  |
| --- | --- | --- |
| **Semester Studies** | **Number** | **Contribution Margin %** |
| **Attandence** | 1 | 10 |
| **Quiz** | - | - |
| **Midterm** | 1 | 30 |
| **Practice** | - | - |
| **Project** | - | - |
| **Assignment / Presentation** | 1 | 20 |
| **Final** | 1 | 40 |
| **Total** | 4 | 100 |

**ECTS / WORKLOAD TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITES** | **NUMBER** | **DURATION****(Hour)** | **Total workload (Hour)** |
| **Theoretical Course (+Practice)** | 14 | 3 | 42 |
| **Duration of Out-of-Class Study** | 15 | 4 | 60 |
| **Presentation/Seminar Preparation** | 1 | 7 | 7 |
| **Project** | - | - | - |
| **Assignments** | - | - | - |
| **Midterm**1. **Exam**
2. **Individual Study For The Exam**
 | 1 | 28 | 28 |
| **Final**1. **Exam**
2. **Individual Study For The Exam**
 | 1 | 38 | 38 |
| **Total workload (hours)** | 32 | 80 | 175 |
| **ECTS Credit of The Course (Total workload (hours) / 25)**  |  |  | 7 |

**COURSE OUTCOMES**

|  |  |
| --- | --- |
| **No.** | **Explanation** |
| **O1** | Gets conceptual knowledge about difference, culture, and identity. |
| **O2** | Comprehends the concept of identity in both societal and individual circumstances. |
| **O3** | Knows the concept of culture in the context of society and nation state. |
| **O4** | Learns the concepts of culture and difference in the context of class, status, politics and nation state. |
| **O5** | Develops expert-level identity, culture, and difference management in the context of globalization and modernization. |
| **O6** | Acquires the ability to read and compose scholarly works in the field. |
| **O7** | Takes responsibility and leads the conceptual solution for managing diversity, culture, and identity in the community. |
| **O8** | Adheres to the discipline by acquiring a scholarly viewpoint in the field of diversity, culture, and identity management. |

**PROGRAM QUALIFICATIONS**

|  |
| --- |
|  |
| **No.** | **Explanation** | **Contribution Level of the Course** |
| **0** | **1** | **2** | **3** | **4** | **5** |
| **P1** | The student has conceptual knowledge of Public Administration in order to understand the relationship between theory and practice. |  |  |  |  |  | X |
| **P2** | The student understands the multidisciplinary interaction to which the field is linked. |  |  |  |  |  | X |
| **P3** | The student has the fundamental rules for the administrative functioning of center-local relations. |  |  |  |  | X |  |
| **P4** | The student has advanced knowledge of how to plan and perform current research methods and techniques required by Public Administration science, in addition to being able to apply them. |  |  |  |  | X |  |
| **P5** | The student can develop and deepen her/his knowledge in the field of public administration at the level of expertise based on undergraduate level qualifications. |  |  |  | X |  |  |
| **P6** | The student understands management and leadership theories and has the knowledge to prepare reports in various public institutions, particularly security institutions, and to prepare works in accordance with academic rules. |  |  |  | X |  |  |
| **P7** | The student leadership and entrepreneurial abilities take individual and team responsibility for resolving any crisis, disruption, or problem. |  |  |  |  | X |  |
| **P8** | With an academic perspective, the student follows theoretical and practical developments in the fields of administration, law, politics, urbanization, and environmental problems, which are the main branches of public administration in Turkey and around the world. |  |  |  |  | X |  |

**CONTRIBUTION OF COURSE LEARNING OUTCOMES TO PROGRAM PROFICIENCY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **All** | **P1** | **P2** | **P3** | **P4** | **P5** | **P6** | **P7** | **P8** |
| **O1** | 5 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| **O2** | 4 | 5 | 4 | 4 | 4 | 4 | 4 | 4 |
| **O3** | 4 | 4 | 5 | 4 | 4 | 4 | 4 | 4 |
| **O4** | 4 | 4 | 4 | 5 | 4 | 4 | 4 | 4 |
| **O5** | 4 | 4 | 4 | 4 | 5 | 4 | 4 | 4 |
| **O6** | 4 | 4 | 4 | 4 | 4 | 5 | 4 | 4 |
| **O7** | 4 | 4 | 4 | 4 | 4 | 4 | 5 | 4 |
| **O8** | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 5 |

 **0- None 1- Very Low 2- Low 3- Moderate 4- High 5- Very High**

**PhD. Tarık AK**

 **Instructor**

**(Sign)**

**Prof.Elif ÇOLAKOĞLU**

**Head of Department of Public Administration**

**for Post Graduate Programs**

**Name of the Course** : **KY360/ Information Society and E-Government**

**Medium of the Course :** Turkish

**Aim of the Objective :** The aim of this course is to teach basic concepts about the information society and e-government model, to provide information about the e-government model by comparing e-government models in Turkey and the world, and to emphasize the effect of digitalization on security by touching on the relationship between security and e-government.

**Level of the Course :** Master Degree

**Type/ Content of the Course :** Elective / The concept and significance of the information society, its features, Turkey's transition from the past to the present, the definition of e-government and its model in Turkey, the comparison and analysis of e-government models in other nations, and, finally, the relationship between the state and security are all covered in the course.

**Credit of the Course :** 3

**Term / Weekly Hour :** Spring

**Name(s)/Surname(s) of Instructors : Assist.Prof.Dr. Elif EKİNCİ ÖZYARDIMCI**

**Program Coordinator :** Prof. Elif ÇOLAKOĞLU

**Prerequisites : -**

**Teaching Methods :** Book reviews and literature reviews pertaining to the course topics comprise the basis of the course. Legal regulations, e-government literature, and e-government research provide the basis for a description of the topic.

**Resources :**

* Bayram, H. (2010), Information Society and Information Management, Etap Publishing House.
* Beck, Ulrich (2011), Risk Society and Towards Another Modernity, İthaki Publications
* Castells, M. (2008), The Rise of the Network Society, Bilgi University Publications, Istanbul.
* Kumar, K. (2004), New Theories of the Contemporary World from Post-Industrial Society to Post-Modern Society, Dost Kitabevi, Ankara.
* Odabaş, H. (2009), E-Government, Hiperlink Publications.
* Sağsan, M. (2010), Information Management Discipline and Applications & Examples from Public Institutions, Siyasal Kitabevi, Ankara.
* Şahin, A. (2019), Structural Transformation and E-government in Turkish Public Administration, Atlas Publishing.
* Yıldırım, M. (2011), E-Government and Citizen-Oriented Public Administration, Nobel Publications, Ankara.
* Yıldız, M. (2012), Information Society and Public Administration Lecture Notes, TÜBA Open Course Materials, http://www.acikders.org.tr/course/view.php?id=67.

**WEEKLY TOPICS**

|  |  |
| --- | --- |
| **Weeks** | **Units** |
| **1** | The concept of information society |
| **2** | Turkey’s transition process to the information society |
| **3** | The concept of e-government  |
| **4** | Theoretical discussions about e-government |
| **5** | Dimensions and stages of e-government |
| **6** | Development of electronic government in Turkey |
| ***7*** | *Midterm Exam* |
| **8** | E-government gateway in Turkey |
| **9** | E-government related projects in Turkey |
| **10** | E-government in local governments: e-local government |
| **11** | E-government applications in the world |
| **12** | E-government and security-I |
| **13** | E-government and security-II |
| **14** | General Evaluation |
| ***15*** | *Final Exam* |

**EVALUATION SYSTEM**

|  |  |  |
| --- | --- | --- |
| **Semester Studies** | **Number** | **Contribution Margin %** |
| **Attandence** | - | - |
| **Quiz** | - | - |
| **Midterm** | 1 | 25 |
| **Practice** | - | - |
| **Project** | - | - |
| **Assignment / Presentation** | 1 | 25 |
| **Final** | 1 | 50 |
| **Total** | 3 | 100 |

**ECTS / WORKLOAD TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITES** | **NUMBER** | **DURATION****(Hour)** | **Total workload (Hour)** |
| **Theoretical Course (+Practice)** | 14 | 3 | 42 |
| **Duration of Out-of-Class Study** | 14 | 3 | 42 |
| **Presentation/Seminar Preparation** | 2 | 8 | 16 |
| **Project** | - | - | - |
| **Assignments** | - | - | - |
| **Midterm**1. **Exam**
2. **Individual Study For The Exam**
 | 1 | 35 | 35 |
| **Final**1. **Exam**
2. **Individual Study For The Exam**
 | 1 | 40 | 40 |
| **Total workload (hours)** | 33 | 109 | 175 |
| **ECTS Credit of The Course (Total workload (hours) / 25)**  |  |  | **7** |

**COURSE OUTCOMES**

|  |  |
| --- | --- |
| **No.** | **Explanation** |
| **O1** | Knows new social approaches and the information society. |
| **O2** | Comprehends and analyzes the transition from an industrial to an information society. |
| **O3** | Acquainted with the information technologies utilized with governmental authority. |
| **O4** | Understands and keeps up with e-government applications in Turkey and around the world. |
| **O5** | Examines e-government ideas and implementations critically. |
| **O6** | Describes the procedures for information management in government organizations. |

**PROGRAM QUALIFICATIONS**

|  |
| --- |
|  |
| **No.** | **Explanation** | **Contribution Level of the Course** |
| **0** | **1** | **2** | **3** | **4** | **5** |
| **P1** | The student has conceptual knowledge of Public Administration in order to understand the relationship between theory and practice. |  |  |  |  |  | X |
| **P2** | The student understands the multidisciplinary interaction to which the field is linked. |  |  |  |  |  | X |
| **P3** | The student has the fundamental rules for the administrative functioning of center-local relations. |  |  | X |  |  |  |
| **P4** | The student has advanced knowledge of how to plan and perform current research methods and techniques required by Public Administration science, in addition to being able to apply them. |  |  |  |  |  | X |
| **P5** | The student can develop and deepen her/his knowledge in the field of public administration at the level of expertise based on undergraduate level qualifications. |  |  |  |  |  | X |
| **P6** | The student understands management and leadership theories and has the knowledge to prepare reports in various public institutions, particularly security institutions, and to prepare works in accordance with academic rules. |  |  | X |  |  |  |
| **P7** | The student leadership and entrepreneurial abilities take individual and team responsibility for resolving any crisis, disruption, or problem. |  |  | X |  |  |  |
| **P8** | With an academic perspective, the student follows theoretical and practical developments in the fields of administration, law, politics, urbanization, and environmental problems, which are the main branches of public administration in Turkey and around the world. |  |  |  |  |  | X |

**CONTRIBUTION OF COURSE LEARNING OUTCOMES TO PROGRAM PROFICIENCY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **All** | **P1** | **P2** | **P3** | **P4** | **P5** | **P6** | **P7** | **P8** |
| **O1** | 5 | 5 | 3 | 5 | 5 | 3 | 3 | 5 |
| **O2** | 5 | 5 | 3 | 5 | 5 | 3 | 3 | 5 |
| **O3** | 5 | 5 | 3 | 5 | 5 | 3 | 5 | 5 |
| **O4** | 5 | 5 | 3 | 5 | 5 | 3 | 3 | 5 |
| **O5** | 5 | 5 | 2 | 5 | 5 | 2 | 2 | 5 |
| **O6** | 5 | 5 | 5 | 5 | 5 | 3 | 4 | 5 |

**CONTRIBUTION LEVEL: 0- None 1- Very Low 2- Low 3- Middle 4-High 5-Very High**

**Assist.Prof.Dr. Elif EKİNCİ ÖZYARDIMCI**

 **Instructor**

**…../…../…….**

**Prof. Elif ÇOLAKOĞLU**

**Head of Department of Public Administration**

**for Post Graduate Programs**

**Name of the Course : KY312/Turkey’s Administrative Structure**

**Medium of the Course :** -

**Aim of the Objective :** To inform the student about the basic concepts, principles and prominent institutions regarding the state structure of the Republic of Turkey; To teach inter-institutional relations and inter-level functioning.

**Level of the Course :** Master Degree

**Type/ Content of the Course :** Elective/ In the Turkish Public Administration course, the administrative structure and functioning of the Republic of Turkey is explained to the student in its different dimensions on a historical and theoretical basis. In the course, first of all, basic concepts related to the field of public administration such as administration, state, bureaucracy and organization are explained. Efforts are being made to draw the boundaries of the field of public administration with a state-centered public administration approach. Emphasis is placed on state types through centralized and decentralized administration methods. The central administration and decentralization parts of the Republic of Turkey, a unitary state, are explained in detail in terms of their sub-elements. In the course, the administrative whole consisting of central government, provincial government, local governments and public institutions is introduced. Within the scope of this course, law enforcement management/internal security management is evaluated and current developments and changes are discussed through institutional examples.

**Credit of the Course :** 3

**Term / Weekly Hour :** Spring

**Name(s)/Surname(s) of Instructors : Assoc.Prof. Tekin AVANER**

**Contect Number of Insts. : -**

**Program Coordinator : Prof.Elif ÇOLAKOĞLU**

**Prerequisites :**

**Teaching Methods :** Lecturing through presentations, reviewing legislation, examining administrative practices

**Resources :**

Bilal Eryılmaz, *Kamu Yönetimi: Düşünceler, Yapılar, Fonksiyonlar, Politikalar*, Umuttepe Yay., Kocaeli.

Hüsamettin İnaç ve Kübra Öztürk, *Cumhurbaşkanlığı Hükümet Sisteminde Kamu Yönetimi*, Nobel Yayıncılık, 2023.

Tekin Avaner, *Kamu Yönetiminde Reform*, Gazi Kitabevi, Ankara, 2021.

Tekin Avaner ve Barış Övgün (Ed.); *Genel Olarak İç Güvenlik Yönetimi*, Gazi Kitabevi, Ankara.

Tekin Avaner ve Can Umut Çiner (Ed.); *Karşılaştırmalı İç Güvenlik Yönetimine Giriş, Ülke Örnekleri*, Gazi Kitabevi, Ankara.

Tekin Avaner ve Ozan Zengin (Ed.); *Türkiye’de İç Güvenlik Yönetimi*, Gazi Kitabevi, Ankara.

**WEEKLY TOPICS**

|  |  |
| --- | --- |
| **Weeks** | **Units** |
| **1** | Public administration and related concepts |
| **2** | State and public administration organization |
| **3** | Public administration approaches / Principles of centralized management and decentralization |
| **4** | Types of states |
| **5** | Central government: Presidency |
| **6** | Central government: Ministerial system |
| **7** | Midterm |
| **8** | Civil Administration |
| **9** | Internal security management |
| **10** | Local governments |
| **11** | Local government reform |
| **12** | Service-wise decentralized organizations / Public economic enterprises |
| **13** | Regulatory and supervisory institutions & Development agencies |
| **14** | Current developments in public administration |
| **15** | Semester final exam |

**EVALUATION SYSTEM**

|  |  |  |
| --- | --- | --- |
| **Semester Studies** | **Number** | **Contribution Margin %** |
| **Attandence** | - | - |
| **Quiz** | - | - |
| **Midterm** | 1 | 50 |
| **Practice** | - | - |
| **Project** | - | - |
| **Assignment / Presentation** | - | - |
| **Final** | 1 | 50 |
| **Total** | 2 | 100 |

**ECTS / WORKLOAD TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITES** | **NUMBER** | **DURATION****(Hour)** | **Total workload (Hour)** |
| **Theoretical Course (+Practice)** | 14 | 3 | 42 |
| **Duration of Out-of-Class Study** | 14 | 4 | 56 |
| **Presentation/Seminar Preparation** | 2 | 18 | 36 |
| **Project** |  |  |  |
| **Assignments** | 1 | 20 | 20 |
| **Midterm**1. **Exam**
2. **Individual Study For The Exam**
 | 1 | 20 | 20 |
| **Final**1. **Exam**
2. **Individual Study For The Exam**
 | - | - | - |
| **Total workload (hours)** |  |  | 174 |
| **ECTS Credit of The Course (Total workload (hours) / 25)**  |  |  | **7** |

**COURSE OUTCOMES**

|  |  |
| --- | --- |
| **No.** | **Explanation** |
| **O1** | Learns the basic concepts and approaches related to public administration. |
| **O2** | Knows the nature of state-oriented public administration. |
| **O3** | Learns the structural and functional features of the state in historical, organizational and legal terms. |
| **O4** | Learns the principles of administration in line with the Constitution and laws. |
| **O5** | Learns the central government structure, civil administration/provincial organization. |
| **O6** | Knows the concept of decentralization and its different applications, and the distinctive features of local governments. |
| **O7** | Learns about decentralization organizations in terms of service. |
| **O8** | Knows law enforcement institutions and their functions. |

**PROGRAM QUALIFICATIONS**

|  |
| --- |
|  |
| **No.** | **Explanation** | **Contribution Level of the Course** |
| **0** | **1** | **2** | **3** | **4** | **5** |
| **P1** | The student has conceptual knowledge of Public Administration in order to understand the relationship between theory and practice. |  |  |  |  |  | X |
| **P2** | The student understands the multidisciplinary interaction to which the field is linked. |  |  |  |  |  | X |
| **P3** | The student has the fundamental rules for the administrative functioning of center-local relations. |  |  |  |  |  | X |
| **P4** | The student has advanced knowledge of how to plan and perform current research methods and techniques required by Public Administration science, in addition to being able to apply them. |  |  |  |  |  | X |
| **P5** | The student can develop and deepen her/his knowledge in the field of public administration at the level of expertise based on undergraduate level qualifications. |  |  |  |  |  | X |
| **P6** | The student understands management and leadership theories and has the knowledge to prepare reports in various public institutions, particularly security institutions, and to prepare works in accordance with academic rules. |  |  |  |  | X |  |
| **P7** | The student leadership and entrepreneurial abilities take individual and team responsibility for resolving any crisis, disruption, or problem. |  |  |  |  |  | X |
| **P8** | With an academic perspective, the student follows theoretical and practical developments in the fields of administration, law, politics, urbanization, and environmental problems, which are the main branches of public administration in Turkey and around the world. |  |  |  |  | X |  |

**CONTRIBUTION OF COURSE LEARNING OUTCOMES TO PROGRAM PROFICIENCY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **All** | **P1** | **P2** | **P3** | **P4** | **P5** | **P6** | **P7** | **P8** |
| **O1** | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 5 |
| **O2** | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| **O3** | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 5 |
| **O4** | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 5 |
| **O5** | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| **O6** | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 5 |
| **O7** | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 5 |
| **O8** | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |

 **0- None 1- Very Low 2- Low 3- Moderate 4- High 5- Very High**

**Assoc.Prof. Tekin AVANER**

**(Sign)**

**Prof.Elif ÇOLAKOĞLU**

**Head of Department of Public Administration**

**for Post Graduate Programs**