



## INTER-CURRICULAR COURSES DEPARTMENT

### CHEM CODED COURSES-

### PRINCIPLES OF EDUCATIONAL PRACTICE

The principles cover matters related to the educational principles of CHEM-coded Chemistry courses (CHEM 103 and CHEM 104), which are offered by the Department of Inter-Curricular Courses during the fall, spring, and summer terms, including activities to be carried out before and after the semester.

#### A. PRE-SEMESTER PREPARATIONS:

- 1) Determination of course groups, instructors, and needs
  - a) Before course registration, the number of groups and quotas for the chemistry courses are determined jointly by the Department Chair of Inter-Curricular Courses and the Chemistry Subcommittee of Non-Major Courses, together with the full-time faculty members.
  - b) If a chemistry course is taught by more than one instructor, a coordinator is appointed for the preparation and conduct of the course. If a chemistry course is taught by only one instructor, that instructor also serves as the course coordinator.
  - c) The instructors who will teach CHEM 103 and CHEM 104 are designated. If necessary, the need for adjunct instructors is identified and communicated to the department chair by the coordinator.
  - d) If applicable, requests for part-time student assistants for the courses are forwarded to the Department of Inter-Curricular Courses by the coordinators.
- 2) Preparation of course schedules and classroom assignments
  - a) According to the academic calendar for schedule preparation announced by the Rector's Office, the schedule for chemistry courses is prepared by the course coordinator, and classroom assignments are made. Information regarding the course schedule, classrooms, and instructors is entered into the course scheduling system (dersprog) by the coordinator and, if applicable, the assistant.
- 3) Preparation of course syllabi
  - a) The course coordinator/assistant prepares a 14-week course syllabus in line with the course description in the course information package.
  - b) The course assistant/coordinator uploads the syllabus to the course web/webonline page.
- 4) Determination of midterm, final, and make-up exam dates
  - a) In accordance with the criteria and calendar announced by the Rector's Office for setting exam dates, the dates (day and time) of the midterm, final, and make-up exams for the chemistry courses are determined jointly by the Department Chair and the course coordinator.
  - b) The coordinator/assistant announces the exam dates and times on the course website/webonline page.
- 5) Preparation of laboratories
  - a) The list of laboratory raw material needs and/or renovation requests are delivered to the Head of Department of Inter-Curricular Courses by the coordinators.
  - b) Laboratories are prepared by the instructor/assistant for the experimental work to be conducted during the semester.
- 6) Website updates
  - a) The course website is prepared for the new semester by the course coordinator/assistant.

- b) Announcements regarding the conduct of theoretical and laboratory sessions are made by the course coordinator/assistant.

#### 7) Preparation of Attendance Lists

- a) After course registration is completed and before the semester begins, attendance lists for theoretical courses are prepared by the course instructors.
- b) For laboratory sessions, separate attendance lists are prepared and kept available in the laboratory.

### **B. COURSE CONDUCT, EXAMS, AND ASSESSMENT ACTIVITIES DURING THE SEMESTER**

Chemistry courses consist of theoretical lectures conducted face-to-face in the classroom and practical sessions held in the laboratory. In addition, web-based distance learning pages (webonline) are also utilized within the scope of the courses. Information regarding course conduct and examinations is provided below.

#### 1) Use of Webonline Pages

- a) At the beginning of the semester, the webonline system (distance learning platform) is activated by theoretical course instructors through an application via OGBS.
- b) Course-related resources, accessible only to enrolled students, are shared with students via the webonline pages.
- c) Resources, announcements, and online activities on the webonline pages are created/shared by the course instructor/assistant.
- d) When quizzes, laboratory sessions, or theoretical classes coincide with official holidays, related announcements are communicated to students through the course website and the webonline page.

#### 2) Laboratory Work

- a) Laboratory work is carried out by the instructor/assistant as specified in the course syllabus.
- b) Laboratory sessions are conducted in Çankaya University Chemistry Laboratory No. NC04.
- c) In laboratory courses, a laboratory booklet prepared by the course instructors—including experiment procedures—is used. Students obtain the laboratory booklet from the photocopy center located in the Central Campus Common Area.
- d) Students attend Chemistry laboratory practice sessions every two weeks. A total of six experiments are conducted during the semester.
- e) At the end of each experiment, students must complete the corresponding report found in the laboratory booklet and submit it to the course instructor/assistant on the next laboratory session day. Submitted reports are graded by the assistant, and the results are announced to students.
- f) Attendance requirement is 70% for theoretical classes and 80% for laboratory sessions. For laboratory sessions, students are allowed one unexcused absence and one excused absence (with a medical report). For experiments not completed during the semester, students are required to attend a make-up session held in the last week of the semester (Week 14).
- g) The grades of the experiments conducted before the midterm exam must be announced no later than the midterm date.

#### 3) Quizzes

- a) Quizzes to be administered as part of the course are conducted face-to-face during the weeks specified in the syllabus and at the times and dates determined by the course coordinator at the beginning of the semester.

- b) Quizzes are held during the last hour of the weekly theoretical classes.
- c) Quiz question sets are prepared by the assistant and the relevant course coordinator.

#### 4) Administration and Evaluation of Exams

##### 4.1. Midterm Exams

- a) The administration of the midterm exam and the scope of exam topics are determined under the supervision of the course coordinator, together with the course instructors and assistants. Detailed information about the exam is announced to students via the course web/webonline page one week in advance.
- b) The preparation of exam questions, including corrections of any errors or deficiencies, is carried out by all instructors of the course under the supervision of the course coordinator.
- c) Exam questions are printed one week before the exam.
- d) The course instructor/assistant submits exam proctors requests to the department's exam officer and, if necessary, requests for classroom services to the department secretary.
- e) The printing out of exam papers, determination of student list for exam places, preparation of exam envelopes including all exam materials, and coordination of proctors are carried out by the course instructor/assistant.
- f) The exam materials contain the student lists for the relevant classrooms, a sufficient number of exam booklets, exam attendance/record forms, and exam guidelines for the proctors.
- g) Two days before the midterm, proctors assigned by the course coordinator are informed of exam procedures via email. The detailed exam guidelines are included in the exam envelopes and communicated to proctors on the day of the exam.
- h) During the exam, course instructors, the course coordinator, and the assistant should be on campus. The coordinator and instructors visit classrooms to ensure the exam is conducted safely.
- i) After the exam, the course coordinators/instructors collect the exam materials and exam reports from the proctors. The exam booklets are then distributed among the instructors for grading.
- j) Exam results are announced on the course webonline page. In addition, course instructors enter the grades into OGBS.
- k) Midterm exam results must be entered into OGBS and announced to students no later than 5 days before the next scheduled exam of the course.
- l) After the results are announced, the course instructor/assistant arranges the dates to review of exam papers by students. This arrangement is also announced to students via the course web/webonline page. The appropriate time frame for viewing exam papers is determined by the course coordinator and the assistant.
- m) Students review their exam papers under the supervision of the assistant, compare them with the prepared answer key, and submit any claims of errors or reevaluation requests by writing a petition to the instructor/assistant.
- n) After the instructor reviews the requests, the final grades are determined.

##### 4.2. Final Exams

- a) Students who fail to meet the requirement of 80% laboratory attendance, which is a prerequisite for taking the final exam, are not allowed to take the final exam. The list of such students, along with detailed information about the exam, is announced to students via the course web/webonline page one week in advance.

- b) The processes followed in midterm exams and defined in section 4.1. are also applied to final exams regarding the determination of questions, reproduction of exam papers, administration, evaluation, announcement of results, reviewing exam papers by students, and other related matters.
- c) Final exam results are entered into OGBS and announced to students no later than 4 days before the last date of final exams indicated in the academic calendar of the relevant year.

#### 4.3. Make-up Exams

##### 4.3.1. Midterm Make-up Exam

- a) The list of students eligible for the make-up exam is created by checking the students who were marked as excused (with medical reports, etc.) at the exam date in OGBS of the instructors.
- b) One week before the make-up exam date, the list of students who will take the make-up exam and detailed information about the exam are announced to students through the course web/webonline page.
- c) The scope of subjects for the make-up exam is the same as that determined for the midterm exam. Requests for classrooms and, if necessary, proctors are submitted to the exam coordinator by the course assistant.
- d) The determination of exam questions, reproduction of exam papers, administration of the exam, evaluation, announcement of results, showing exam papers to students, and other related matters in the make-up exam follow the same procedures defined for the midterm exam in section 4.1.
- e) Make-up exam results must be announced to students via OGBS and the webonline page at least 5 days before the following exam of the course.

##### 4.3.2. Final Exam Make-up

- a) For the make-up exam of the final, the processes defined for midterm make-up exams in section 4.3.1. are followed, taking into account the deadline for submitting final grades to the Registrar's Office in the relevant academic term. The timely announcement of exam results and allowing students to review their exam papers must be ensured.

#### 5) Evaluation of Grades and Assignment of Letter Grades

- a) The grades of students obtained from laboratory work and quizzes during the semester are announced no later than the last day of the final exam week for the relevant academic term. Any objections are collected and evaluated by the course assistant.
- b) Midterm, final, and make-up exam grades, together with laboratory and quiz grades, are compiled by the course assistant into a single file and submitted to the instructors.
- b) The overall end-of-term grade evaluation is carried out jointly by all instructors teaching the course and the course assistant, after which the students' letter grades are determined.
- d) The assigned letter grades are entered into OGBS by the instructors at least one day before the official grade submission deadline.

#### **D. SUMMER SCHOOL PREPARATION, COURSE CONDUCT AND EVALUATION ACTIVITIES**

- 1) For the preparations and activities to be carried out before the summer school period, the processes defined under “A. Preparations Before the Term” are followed, taking into account the 7-week duration of the summer school.
- 2) During the conduct and evaluation stages of the courses offered in summer school, the processes defined under “B. Course Conduct, Exams, and Assessment Activities During The Semester” are followed, considering the 7-week duration of the summer school.
- 3) Exam dates, the announcement of exam results and letter grades, and other related announcements and important dates are determined by the course coordinator and the instructors before the start of the summer school, taking into account the summer school calendar.
- 4) Part-time student assistants cannot be assigned during the summer school.

#### **D. END-OF-TERM ACTIVITIES**

The activities to be carried out after the announcement of letter grades in the relevant academic term are listed below:

- 1) Exam papers, attendance lists, and laboratory reports are collected by the course assistant, while quizzes conducted online are stored as electronic documents.
- 2) Course files are prepared by the course assistant and submitted to the department secretary by the deadline announced by the Department Chair.
- 3) An end-of-term evaluation is conducted by the course instructors and the assistant. The course coordinator informs the Department Chair about any planned updates regarding the course for the following term, as well as laboratory material requirements and necessary repairs.

#### **E. OTHER**

- 1) For issues concerning the course operation and other matters not specified in the implementation principles, the “Çankaya University Rules and Regulations Governing Undergraduate Studies and Vocational School” shall apply.