



## **INTER-CURRICULAR COURSES DEPARTMENT**

### **AIIT/HIST CODED COURSES-**

### **PRINCIPLES OF EDUCATIONAL PRACTICE**

The purpose of the principles is to define the procedures and rules regarding the distance and face-to-face learning of the Atatürk's Principles and History of Revolution courses (AIIT-101, HIST-201, HIST-202, HIST-205, and HIST-206) offered by the Department of Inter-Curricular Courses at the undergraduate and vocational school degree levels.

#### **A. PREPARATIONS BEFORE THE SEMESTER**

- 1) Determination of course groups, instructors, and needs
  - a) Before course registration, the number of groups and quotas for AIIT and HIST coded courses are determined jointly by the Head of the Department of Inter-Curricular Courses and the full-time instructors of the courses.
  - b) If more than one instructor is assigned to the AIIT and HIST coded courses, a coordinator is appointed for the preparation and conduct of the course. If the course is taught by only one instructor, that instructor also serves as the course coordinator.
  - c) Full-time instructors who will teach AIIT and HIST courses are assigned. If necessary, the need for part-time hourly-paid instructors is identified and request is sent to the Department Chair by the coordinator.
  - d) Requests for part-time student assistants, if any, are submitted to the Department of Inter-Curricular Courses by the coordinators.
- 2) Preparation of course schedules and classroom selection
  - a) According to the academic calendar announced by the Rectorate for course schedule preparation, the schedules for AIIT and HIST coded courses are prepared by the course coordinator, and classrooms are assigned. The schedule, classroom, and instructor information are entered into the courseprog system by the coordinator/assistant.
- 3) Preparation of course syllabi
  - a) The course coordinator/assistant prepares a 14-week syllabus defined in the course information package and uploads it to the course's web/webonline page.
- 4) Determination of midterm, final, and make-up exam dates
  - a) In accordance with the criteria and calendar announced by the Rectorate for determining exam dates, the dates (day and time) of midterm, final, and make-up exams of AIIT and HIST coded courses are determined jointly by the Head of the Department of Inter-Curricular Courses and the course coordinator.
  - b) The course coordinator announces the exam dates and times on the course's web/webonline page.
- 5) Updates of the web/webonline pages
  - a) The course's web/webonline page is prepared for the new semester by the course coordinator/assistant.
- 6) Preparation of attendance lists
  - a) After course registration is completed and before the semester begins, attendance lists for the courses are prepared by the instructors teaching the courses.

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

The AİT-101, HIST-201, and HIST-202 courses are conducted in a hybrid format, with one hour online and the remaining one hour is face-to-face learning in classroom environment. HIST-205 and HIST-206 courses are conducted entirely by face-to-face learning.

For hybrid courses, the online part of the course is conducted via distance learning page (webonline).

Webonline pages can also be used for fully face-to-face learning parts of the course. Information regarding course conduct and examinations is provided below.

### **1) Use of Webonline Pages**

- a) At the beginning of the semester, webonline pages (the distance learning system) are activated by the course coordinator/instructors through an application via OGBS.
- b) Course-related resources, visible only to enrolled students, are shared by the coordinator/instructors via the webonline pages.
- c) Resources (e.g., films, dictionaries, Atatürk's explanatory speeches and statements, article links, etc.), announcements, online activities, and quizzes are uploaded and conducted via the webonline pages.
- d) The online portion of the courses is delivered through weekly content uploaded to the webonline pages and weekly topic quizzes conducted over fourteen weeks. Weekly topics are accessible from the beginning of the week and remain available, but topic quizzes are only available during their designated week and are removed at the end of the week.

### **2) Quizzes (Topic Tests)**

- a) Quiz question sets are prepared by all instructors teaching the course, under the supervision of the coordinator.
- b) Announcements for quizzes are made via the course's webonline page, and quizzes are administered through the platform.
- c) Weekly quizzes provide information on whether students have engaged with the course content. For HIST-201 and HIST-202, the ten highest-scoring weekly quizzes are considered for evaluation. Each quiz (10 total) carries 2 points, totaling 20 points out of 100. For AİT-101, the twenty-five highest-scoring weekly quizzes are considered. Each quiz (25 total) carries 4 points, totaling 100 points. (These points are recorded in OGBS as the second midterm exam of the AİT-101 course.)
- d) Each weekly quiz, opened on Monday, must be completed by Sunday night of the same week. To access the quiz, the corresponding week's lecture notes must be uploaded and read completely.
- e) For HIST-205 and HIST-206 courses, a single face-to-face written quiz is conducted during the semester using the test method, graded out of 20 points. The results are posted in OGBS one week after the exam.

### 3) Administration and Evaluation of Exams

#### 3.1. Midterm Exams

- a) The procedure and scope of midterm exams are determined by the course coordinator in collaboration with the instructors teaching the course. 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 and the correction of any errors or omissions are carried out by all instructors teaching the course under the supervision of the coordinator.
- c) The instructors submit their requests for invigilators required for the midterm to the department exam officer via the coordinator, and if necessary, any service requests to the department secretary.
- d) The coordinator is responsible for copying the exam questions, determining student distribution for the exam rooms, preparing exam envelopes, and coordinating invigilators.
- e) Exam envelopes include the list of students taking the exam in each class, the appropriate number of question booklets, attendance/exam record forms, and the exam procedure guide for invigilators.
- f) Two days before the midterm, invigilators appointed by the coordinator are sent a brief email with information about the exam procedure. The detailed exam procedure guide is included in the exam envelope on the exam day.
- g) Midterms for HIST-201 and HIST-202, covering content from the first seven weeks, are conducted as multiple-choice tests, with each student taking the exam in their assigned location. AIT-101 midterm, covering content from the first fourteen weeks, is conducted similarly. HIST-205 and HIST-206 midterms, covering content from the first seven weeks, are also conducted in this manner.
- h) During the exam, the instructors, course coordinator, and, if applicable, the course assistant are present on campus. The coordinator and instructors circulate among classrooms to ensure the exam is conducted properly.
- i) After the exam, the coordinator and instructors collect the exam envelopes along with the exam record from the invigilators, and the exam papers are distributed among the instructors for grading.
- j) Midterm results are entered and announced to students.
- k) Before the midterm results are announced, students who attended the exam with a medical report are checked in OGBS. If applicable, their exam is considered invalid, and they are required to take a make-up exam. If the medical report is entered into OGBS after the announcement of the grades, the exam is considered valid.
- l) After the results are announced, arrangements are made for students to review their exam papers, and this is also announced via the course web/webonline page. The coordinator determines the appropriate review period.
- m) Students, under the supervision of the instructor, control their exam papers with the prepared answer key and submit their re-evaluation requests by writing a petition to the instructor.
- n) Re-evaluation requests submitted by students are reviewed by the responsible instructor, and final grades are determined.

#### 3.2. Final Exams

- a) The processes for determining final exam questions, copying the questions, conducting the exam, grading, announcing results, allowing students to review their exam papers, and

other related matters follow the same procedures as those used for midterm exams, as described in Section 3.1.

b) For HIST-201 and HIST-202, a total of 30 multiple-choice questions are asked (10 questions from the portion before the midterm, each worth 1 point; 20 questions from the portion after the midterm, each worth 2 points). For the AIT-101 final exam, 33 multiple-choice questions are asked from the second-term content. For HIST-205 and HIST-206, 25 multiple-choice questions are asked using the test method.

c) Final exam results must be entered into OGBS and announced to students at least 5 days before the deadline for submitting grades to the Student Affairs Office, according to the academic calendar.

d) Before final exam results are announced, students who missed the exam with a valid report are checked in OGBS. If applicable, their exams are considered invalid and these students take the make-up exam. If the report is entered into OGBS after the grades are announced, the exam remains valid.

### 3.3. Make-Up Exams

#### 3.3.1. Midterm Make-Up Exam

a) Student lists for midterm make-up exams are created by checking students who missed the midterm with a valid report reflected on the OGBS screen on the exam date.

b) One week before the make-up exam, detailed information about the exam and the participating students is announced on the course web/webonline page.

c) The content of the make-up exam covers the same topics as the original midterm. Requests for classrooms and, if needed, proctors are submitted to the exam coordinator by the instructors.

d) The processes for determining questions, copying, conducting, grading, announcing results, and allowing students to review their exam papers follow the same procedures as the original midterm exams described in Section 3.1.

e) For HIST-201, HIST-202, and AIT-101, the make-up exams include multiple-choice questions like the original midterms. HIST-205 and HIST-206 make-up exams are conducted under the same conditions as their midterms.

f) Make-up exam results are entered into OGBS and the webonline page and announced to students no later than 5 days before the next scheduled exam.

#### 3.3.2. Final Exam Make-Up

a) For students who missed the final exam, the make-up exam follows the same procedures as midterm make-up exams described in 3.3.1, by taking into account the academic deadline for submitting end-of-term grades to the Student Affairs Office. Timely announcement of results and student access to exam papers must be ensured.

b) For HIST-201, HIST-202, and AIT-101, the final make-up exam consists of multiple-choice questions like the original final exam. HIST-205 and HIST-206 make-up exams are conducted under the same conditions as the final exams.

### 3.4. Grading and Determination of Letter Grades

a) Grades that students earn during the semester from midterms, quizzes, and other activities (projects, assignments, etc.) 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 instructor/teaching assistant.

b) Grades of midterms, final exams, make-up exams, quizzes, and other evaluations (participation, assignments, etc.) are compiled into a single file by the course teaching

assistant. The overall grade evaluation is conducted collaboratively by all instructors teaching the course and the course coordinator to determine students' letter grades.

c) The finalized letter grades are entered into OGBS by the instructors at least one day before the official grade submission deadline.

d) Students, who wish to re-evaluation of their letter grades must submit a written request to the Department Chair within five days following the announcement of grades. The Department Chair forwards the request to the course coordinator. If a an error is found, a grade change form is filled and signed, and the result is reported to the Department Chair within ten days.

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

After letter grades are announced for the relevant academic term, the following activities are carried out:

- 1) Exam documents, attendance lists, and other course-related materials (projects, assignments, etc.) are collected by the instructors to create the course file.
- 2) Course files are submitted by the course coordinator/instructors to the Department Secretary by the date announced by the Department Chair.
- 3) The instructors conduct an end-of-term evaluation and, if applicable, identify updates planned for the course.

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

- 1) Preparations and activities before the summer school term are carried out following the processes described in "A. Pre-Term Preparations", by taking into account the 7-week duration of summer school.
- 2) The principles and evaluation of courses offered in summer school follow the processes under "B. Course Conduct, Exams, And Assessment Activities During The Semester considering the 7-week summer school period.
- 3) Important dates related to exam schedules, announcement of grades, and other notifications are determined by the course coordinator and instructors before the start of summer school, taking into account the summer school calendar.
- 4) Part-time student assignments are not allowed during the summer school term.

### **E. OTHER**

- 1) For matters not specified in these implementation procedures, the regulations of Çankaya University's Associate and Undergraduate Education and Training Regulation apply.