



INTER-CURRICULAR COURSES DEPARTMENT

PHYS CODED COURSES-

PRINCIPLES OF EDUCATIONAL PRACTICE

The purpose of the principles is to define the issues related to the conduct of the PHYS-coded Physics courses (PHYS 131 and PHYS 132) offered by the Department of Inter-Curricular Courses during the fall, spring, and summer terms, including activities 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 physics courses are determined jointly by the Department of Inter-Curricular Courses and the full-time instructors of the Physics Subcommittee of Non-Major Courses.
 - b) If a course is taught by more than one instructor, a coordinator is appointed for the preparation and administration of the course. If the course is taught by only one instructor, the course coordinator is the instructor of the course.
 - c) The instructors who will teach PHYS 131 and PHYS 132 are designated. If necessary, the need for adjunct instructors is determined and submitted by the coordinator to the Department Chair.
 - d) If applicable, requests for part-time student assistants for the courses are submitted to the Department Chair by the coordinators.
- 2) Preparation of course schedules and classroom assignment**
 - a) In line with the academic calendar announced by the Rectorate, the schedule of physics courses is prepared by the course coordinator, and classrooms are assigned. The course schedule, classroom, and instructor information are entered into the dersprog system by the course assistant.
- 3) Preparation of course syllabi**
 - a) The course coordinator and assistant prepare a 14-week course syllabus in line with the information provided in the course information package.
 - b) The course assistant uploads the syllabus 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 for determining exam dates announced by the Rectorate, the dates (day and time) of the midterm, final, and make-up exams for the physics courses are set by the Department Chair together with the course coordinator.
 - b) The course assistant announces the exam dates and times on the course's web/webonline page.
- 5) Preparation of laboratories**
 - a) Laboratory equipment needs and/or renovation requests are submitted to the Department Chair by the coordinators.
 - b) Laboratories are prepared by the course assistant for the experiments to be conducted during the semester.
 - c) The laboratory manual is checked by the assistant and delivered to the photocopy center located in the Central Campus Common Area.

- 6) Updates on the web/webonline page
 - a) The course's web/webonline site is prepared for the new semester by the course assistant.
 - b) Announcements regarding the conduct of the theoretical and practical hours of the course are made by the course assistant.
- 7) Preparation of Attendance Lists
 - a) After course registration ends and before the semester begins, attendance lists for the theoretical classes are prepared by the course assistant and delivered to the relevant instructors.
 - b) For laboratory sessions, attendance lists are also prepared and kept ready in the laboratory.

B. CONDUCT OF COURSES, EXAMS, AND EVALUATION ACTIVITIES DURING THE SEMESTER

Physics courses consist of theoretical classes conducted face-to-face in the classroom, as well as practical sessions held in the laboratory. In addition, online education pages (webonline) are also used within the scope of the course. Information on the course conduct and examinations is provided below:

- 1) Use of online education pages (webonline)
 - a) At the beginning of the semester, the webonline pages, which serve as the online education system, are activated by the theoretical course instructors through OGBS.
 - b) Course-related resources, visible only to the enrolled students, are shared via the webonline pages.
 - c) On webonline pages, resources, announcements, and online applications are prepared/shared by the course assistant.
 - d) If quizzes, laboratory sessions, or theoretical classes coincide with official holidays, the related announcements are made by the course assistant to the students via the course's web/webonline page.
- 2) Laboratory Sessions
 - a) Laboratory sessions are conducted by the assistant as specified in the course syllabus.
 - b) After the relevant topics are covered in the theoretical classes, Physics I experiments are carried out for odd-numbered sections in the first week and for even-numbered sections in the following week, during the hours specified in the course schedule. These sessions take place in Laboratory H-304 for Physics I and in Laboratory H-340 for Physics II. Each session lasts for 2 class hours (110 minutes) and is conducted under the supervision of an assistant.
 - c) During the first 12 weeks of the semester, students are required to attend at least 80% of the 6 laboratory sessions. Five out of these six experiments are graded, and the contribution of these grades to the final course grade is specified in the syllabus of the respective semester. Students who cannot attend laboratory sessions due to valid excuses are allowed to complete their lab work during the last two weeks of the semester.
 - d) Laboratory grades for the experiments conducted until the midterm are announced no later than before the midterm exam.
 - e) After the make-up labs are conducted in the last two weeks of the semester, the final laboratory grades are announced on the very last day of the semester.
 - f) Laboratory grades are also announced for students who fail to meet the 80% laboratory attendance requirement, which is a prerequisite for taking the final exam.

3) Quizzes

- a) Quizzes to be held within the scope of the course are conducted through the course's webonline page.
- b) During the first two weeks of the semester, until the add-drop period when the number of students is finalized, no quizzes are given.
- c) Starting from the 3rd week of the semester, quizzes are held online via the webonline page during the weeks specified in the course syllabus, on the days and times determined by the course coordinator at the beginning of the semester.
- d) Quizzes are administered in the evening of the last session of the weekly theoretical classes, taking into account the time students will have reached home.
- e) The quiz question sets are prepared by the course assistant and the course coordinator.

4) Administration and Evaluation of Exams

4.1. Midterm Exams

- a) The conduct of the midterm exam and the scope of exam topics are determined by the course instructors and the assistant under the supervision of the course coordinator. Detailed information about the exam is announced to students on the course's web/webonline page one week in advance.
- b) The exam questions are prepared, and any errors are corrected by all course instructors under the supervision of the course coordinator.
- c) The questions are delivered to the course assistant one week before the exam papers print out.
- d) The course assistant submits the request for proctors needed for the midterm to the department exam coordinator and, if necessary, service requests are delivered to the department secretary.
- e) Printing of exam booklets, the determination of student exam places list, the preparation of exam materials, and the coordination with proctors are carried out by the course assistant.
- f) For each classroom, the student lists, sufficient copies of the exam booklets, attendance/record forms, and exam instructions for proctors are put into exam envelopes.
- g) Two days before the exam, the assigned proctors are provided with brief instructions on the exam procedure via email. The detailed exam guidelines are given to the proctors on the exam day inside the exam envelopes.
- h) During the administration of the exam, the course instructors, the course coordinator, and the course assistant must be on campus throughout the exam duration. The course coordinator and instructors visit and control the exam places to ensure the proper conduct of the exam.
- i) After the exam ends, the course coordinators/instructors collect the exam envelopes and exam documents from the proctors. The exam papers are then distributed among the course instructors for grading.
- j) Once grading is completed, the course assistant, together with the instructors, first enters the exam results into an Excel file, then organizes the results by groups and delivers them to the relevant instructors.
- k) After ensuring that there are no missing evaluations (such as missing exam papers or grades), the course assistant announces the exam results to students via the course's web/webonline page. In addition, the instructors enter the grades into OGBS.

- l) In cases where more than one midterm is given, the results of the first midterm must be entered into OGBS and announced on the webonline page no later than 5 days before the date of the second midterm. The results of the second midterm must be announced no later than 5 days before the final exam. In cases where only one midterm is given in one semester, the results must be entered into OGBS and announced on the webonline page no later than 3 weeks before the final exam date specified for the respective academic term.
- m) After the exam results are announced, the course assistant arranges a schedule for reviewing the exam papers to students and announces the schedule to students again via the course's web/webonline page. The suitable period for the exam papers review is determined by the course coordinator and the assistant.
- n) Under the supervision of the course assistant, students check their exam papers and with answer key and submit any re-evaluation requests by writing a petition to the course assistant.
- o) After the exam papers have been shown to students, the course assistant delivers the re-evaluation requests to the instructors who evaluated the respective questions. Following the instructors' review, the final grades are determined.

4.2. Final Exams

- a) Students who do not meet the 80% laboratory attendance requirement, which is a prerequisite for taking the final exam, are not allowed to take the final. The list of such students and detailed information regarding the exam are announced to students on the course's web/webonline page one week in advance.
- b) The processes followed for midterm exams, as outlined in Section 4.1 (question preparation, duplication, exam administration, grading, announcement of results, reviewing exam papers to students, and related matters), are also applied to final exams.
- c) Final exam results are entered into OGBS and announced on the webonline page no later than 4 days before the final exam deadline specified in the academic calendar.

4.3. Make-up Exams

4.3.1. Midterm Make-up

- a) The list of students eligible for the make-up exam is prepared by checking the students who did not attend the midterm and were officially reported as excused on the exam date on OGBS of the course instructors.
- b) One week before the make-up exam, the list of students who will take the exam and detailed information regarding the exam are announced to students via the course's web/webonline page.
- c) The content of the midterm make-up exam is the same as the scope defined for the regular midterm. Requests for classrooms and, if necessary, proctors are submitted to the exam coordinator by the course assistant.
- d) The processes applied to regular midterms (question preparation, duplication, exam administration, grading, announcement of results, showing exam papers to students, and related matters) as outlined in Section 4.1 are also followed for the midterm make-up.
- e) Midterm make-up exam results are entered into OGBS and announced on the webonline page no later than 5 days before the next exam of the course.

4.3.2. Final Exam Make-up

- a) For students who cannot attend the final exam, the processes defined for midterm make-ups in Section 4.3.1 are applied, taking into account the deadline for submission of end-of-

term grades to the Registrar's Office as stated in the academic calendar. This ensures timely announcement of results and that students are able to review their exam papers.

5) Grading and Determination of Letter Grades

- a) The grades students obtain during the semester from laboratory work and quizzes must be announced no later than the last day of the final exam week specified for the respective academic term. Any objections are received and evaluated by the course assistant.
- b) The grades from midterms, final exams, make-up exams, laboratory work, and quizzes are compiled into a single file by the course assistant and then submitted to the course instructors for evaluation.
- c) The final overall grade evaluation is conducted by all instructors teaching the course together with the course assistant, and students' letter grades are determined.
- d) The determined letter grades are entered into OGBS by the instructor at least one day before the end-of-term grade submission deadline.

C. SUMMER SCHOOL PREPARATION, COURSE IMPLEMENTATION, AND ASSESSMENT ACTIVITIES

- 1) Preparations and activities to be carried out before the summer school term are conducted by following the processes defined in "A. PRE-TERM PREPARATIONS", taking into account the 7-week summer school duration.
- 2) During summer school, course implementation and assessment processes are followed according to the procedures described under "B. CONDUCT OF COURSES, EXAMS, AND EVALUATION ACTIVITIES DURING THE SEMESTER", considering the 7-week duration of the summer session.
- 3) Important dates regarding exam schedules, exam results, letter grade announcements, and other notifications are determined by the coordinator and course instructor before the start of summer school, taking the summer school calendar into account.
- 4) Part-time student assignments are not allowed during the summer school.

D. END-OF-TERM ACTIVITIES

The activities to be carried out after the announcement of letter grades for the relevant academic term are as follows:

- 1) Exam documents, attendance lists, and laboratory reports are collected by the course assistant, and online quizzes are saved as electronic records.
- 2) Course files are prepared by the course assistant and submitted to the departmental secretariat by the deadline announced by the Department Chair.
- 3) End-of-term evaluation is conducted by the instructors and the course assistant. The course coordinator informs the Department Chair of any planned updates for the course for the next term, laboratory material requirements, and any issues to be resolved.

F. OTHER

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