



INTER-CURRICULAR COURSES DEPARTMENT THEA CODED COURSES- PRINCIPLES OF EDUCATIONAL PRACTICE

The purpose of the principles is to determine the issues related to the conduct of THEA-coded courses, which are offered as non-departmental elective courses in Inter-Curricular Courses Department at Çankaya University, including activities carried out before and after the semester in the fall, spring, and summer terms.

A. PRE-SEMESTER PREPARATIONS

- 1) Determination of course groups, instructors, and needs
 - a) Before course registrations, the number of groups and quotas for THEA-coded courses are determined jointly by the Inter-Curricular Courses Department Chair and the full-time instructors in the Non-Departmental Courses – Painting-Art group.
 - b) If a course coded as THEA is taught by more than one instructor, a coordinator is appointed for the preparations and conduct of the course. If the course is taught by a single instructor, the instructor is also the course coordinator.
 - c) The full-time instructors who will teach the courses are determined. If necessary, the need for part-time (hourly paid) instructors is submitted to the department chair by the coordinator.
 - d) Requests for part-time student assistants, if any, for the relevant courses are submitted to the Inter-Curricular Courses Department by the coordinator.
- 2) Preparation of course schedules and classroom allocation
 - a) In accordance with the course schedule preparation calendar announced by the Rector's Office, the course schedule is prepared by the coordinator. The coordinator also enters the course schedule, classroom, and instructor information into the "dersprog" system.
- 3) Preparation of course syllabi
 - a) Taking into account the course information in the course information package, the course coordinator prepares a 14-week syllabus and uploads it to the course's web/webonline page.
- 4) Determination of midterm, final, and make-up exam dates
 - a) Based on the exam scheduling criteria and calendar announced by the Rector's Office, the dates (day and time) of the midterm, final, and make-up exams are determined jointly by the Chair and the course coordinator.
 - b) The course coordinator/assistant announces the exam dates and times on the course's web/webonline page.
- 5) Preparation of workshops
 - a) Workshop material needs and/or renovation requests are submitted to the Chair by the coordinators.
 - b) For the experimental studies to be conducted during the semester in workshop courses, the necessary preparations are made by the instructors and, if any, the course assistant.
 - c) Workshop courses are designed each semester with unique content and description, allowing instructors to provide guidance and evaluation through in workshop critiques of students' works. The content of the workshop course is incorporated into the syllabus at the beginning of each academic term.

- 6) Web/Webonline Page Updates
 - a) The course's web/webonline page is prepared for the new semester by the course coordinator or, if available, the assistant.
 - b) Announcements related to the course are made through the course's web/webonline page.
- 7) Preparation of Attendance Lists
 - a) After course registrations are completed and before the semester begins, the attendance list is prepared.

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

The following rules apply to the conduct of workshop courses:

- 1) All THEA-coded courses are conducted in the Çankaya University Painting-Art workshops.
- 2) Attendance requirements in workshop courses are governed by the provisions of the "Çankaya University Rules and Regulations Governing Undergraduate Studies and Vocational School".
- 3) Workshop courses are long-term project-based courses carried out through individual student work. Therefore, fulfilling the attendance requirement does not simply mean being present in class, but also actively participating in the activities specified in the syllabus. In this regard, the instructor's records on student participation are important. The rules regarding student participation are specified in the course syllabus and announced to students at the beginning of each semester.
- 4) Throughout the semester, students carry out both theoretical and practical studies on topics stated in the course syllabus and assignments given by the instructor, under the supervision of the instructor.
- 5) Students' works carried out during the semester—such as projects and assignments, which may count as midterm evaluations—are graded by the instructors through critiques in workshops.
- 6) Grades of students are entered into OGBS by the instructors of the course no later than one week before the final exam, ensuring they are announced to students on time.
- 7) In the conduct, evaluation, and announcement of final exams, the same procedures applied in midterm exams are followed.
- 8) Final exam results announced by entering them into OGBS by the instructors no later than 4 days before the deadline indicated in the academic calendar for final exams.
- 9) Lists of students eligible to take make-up exams for midterms are prepared by the course instructors by checking the OGBS records of students who are officially reported as excused on the exam date.
- 10) Student with valid excuses specified in "Çankaya University Rules and Regulations Governing Undergraduate Studies and Vocational School", are evaluated according to regulations. Their exams are carried out after their excuses have ended. Student is informed about the evaluation is clearly.
- 11) At least one week before the make-up exam date, the list of students who will take the make-up exam and detailed information regarding the make-up exam are announced to students via the course's web/webonline page.
- 12) The results of make-up exams are entered into OGBS no later than 5 days before the next scheduled exam of the course, ensuring they are announced to students on time.

- 13) For make-up exams held for final exam, the same procedures applied in midterm make-up exams are followed.

D. SUMMER SCHOOL PREPARATIONS, COURSE CONDUCT, AND EVALUATION ACTIVITIES

- 1) For preparations and activities to be carried out before the summer school, the processes defined under “A. PRE-SEMESTER PREPARATIONS” are followed by taking into account the 7-week summer school period.
- 2) In the conduct and evaluation of courses offered in summer school, the processes outlined under “B. CONDUCT OF WORKSHOP COURSES DURING THE SEMESTER, EXAMS, AND EVALUATION ACTIVITIES” are followed, considering the 7-week summer school period.
- 3) Important dates related to exam schedules, the entry of exam grades, the announcement of letter grades, and other announcements are determined by the coordinator and the course instructors before the summer school begins, in accordance with the summer school calendar.
- 4) Part-time student assistants cannot be assigned during the summer school period.

E. END-OF-SEMESTER ACTIVITIES

The following activities are carried out after the announcement of letter grades in the relevant academic semester:

- 1) Exam papers, attendance lists, and laboratory reports are collected by the course coordinator or, if applicable, the assistant, and submitted to the departmental secretary by the deadline announced by the Department Chair.
- 2) End-of-semester evaluations are conducted by the course instructors and, if applicable, the assistant. The course coordinator reports any planned updates related to the course for the next semester, as well as workshop material requirements and repairs to be made, to the Department Chair.

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.