



INTER-CURRICULAR COURSES DEPARTMENT

TURK CODED COURSES-

PRINCIPLES OF EDUCATIONAL PRACTICE

The purpose of the principles is to define the procedures and rules regarding the online and face-to-face instruction of Turkish Language courses (TURK 101, TURK 102, TURK 103, TURK 105, TURK 106, and TURK 107) offered by the Department of Inter-Curricular Courses at the undergraduate and associate degree levels.

A. PRE-TERM PREPARATIONS

- 1) Determining course groups, instructors, and needs
 - a) Before course registration, the number of groups and quotas of the TURK-coded courses are determined jointly by the Head of the Department of Inter-Curricular Courses and the full-time faculty members teaching the course.
 - b) If a TURK-coded course is taught by more than one instructor, a coordinator is appointed for the preparation 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 the TURK courses are designated. If necessary, the need for adjunct instructors (paid by the hour) is identified and reported to the Department Chair by the coordinator.
 - d) If there are requests for part-time student assistants for the relevant courses, these are conveyed to the Department Chair of Inter-Curricular Courses by the coordinators.
- 2) Preparation of course schedules and classroom selection
 - a) According to the course scheduling calendar announced by the Rectorate, the schedules of TURK-coded courses are 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 coordinator/assistant.
- 3) Preparation of course syllabi
 - a) The course coordinator/assistant prepares a 14-week syllabus by considering the details in the course information package and uploads it to the course web/webonline page.
- 4) Determination of midterm, final, and make-up exam dates
 - a) In line with the criteria and calendar announced by the Rectorate for determining exam dates, the midterm, final, and make-up exam dates (day and time) of the TURK-coded courses are set 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) Web/webonline page updates
 - 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 ends and before the semester begins, attendance lists for the courses are prepared by the instructors teaching the course.

B. IN-SEMESTER CONDUCT OF COURSE, EXAMS, AND EVALUATION ACTIVITIES

TURK 101, TURK 102, and TURK 103 courses are conducted in a hybrid format, with one hour delivered online and the other hour conducted face-to-face in a classroom setting. On the other hand, TURK 105, TURK 106, and TURK 107 courses are conducted entirely face-to-face in a classroom. The online component of the hybrid courses is carried out through the online education platform (webonline) of the respective course. Webonline pages may also be used for courses that are conducted fully face-to-face. Information regarding course delivery and exams is provided below.

- 1) Use of Webonline pages
 - a) At the beginning of the semester, webonline pages, which serve as the online education system, are activated through OGBS by the course coordinator/instructors of the course.
 - b) Course-related resources that are accessible only to enrolled students are shared with them via webonline by the course coordinator/instructor.
 - c) Uploading of resources, announcements, online activities, and quizzes are conducted through webonline pages.
- 2) Quizzes/Topic Tests
 - a) For TURK 101, TURK 102, and TURK 103 courses, quiz question sets are prepared collaboratively by all instructors teaching the course under the coordination of the course coordinator and are uploaded to the relevant weeks on webonline. There are no quiz applications in TURK 105, TURK 106, and TURK 107 courses.
 - b) Quizzes are administered online through the course's webonline page according to the announced schedule.
- 3) Conducting and Evaluating Exams
 - 3.1. Midterm Exams
 - a) The administration and content scope of midterm exams are determined jointly by the course coordinator and the instructors teaching the course. Detailed information about the exam is announced to students one week in advance through the course's web/webonline page.
 - b) The determination of exam questions and the correction of any deficiencies or errors are carried out jointly by all instructors teaching the course, under the supervision of the course coordinator.
 - c) The midterm exams of TURK 101, TURK 102, and TURK 103 consist of multiple-choice questions. In TURK 105, TURK 106, and TURK 107, midterm exams are conducted in written form.
 - d) Instructors of the course submit requests for exam invigilators through the coordinator to the exam officer of the department and, if necessary, submit service requests to the department secretary.
 - e) The reproduction of exam questions, the determination of student distributions across exam classrooms, the preparation of exam envelopes, and the coordination of invigilators are carried out by the course coordinator.
 - f) For each classroom, student attendance lists, as many exam booklets as the number of students, exam attendance/report forms, and exam guidelines for invigilators are placed in the exam envelopes.
 - g) Two days before the midterm exam, the invigilators assigned by the coordinator are provided with brief information about the exam procedure via e-mail. They are also informed that the detailed exam guideline will be included in the exam envelope on the day of the exam.

- h) During the administration of the exam, the course instructors, the course coordinator, and, if applicable, the course assistant are present on campus throughout the exam period. During the exam, the course coordinator and instructors monitor the classrooms to ensure the exam is conducted properly.
- i) After the exam, the course coordinators/instructors collect the exam envelopes from the invigilators along with the exam reports. The exam papers are then distributed among the instructors for grading.
- j) Midterm exam results are entered into OGBS no later than 5 days before the next exam of the course. The announcement of the exam results is made via webonline.
- k) After the announcement of the results, arrangements are made for showing the exam papers to students, and this is announced to students through the course's web/webonline page. The coordinator determines an appropriate time for students to review the exam papers.
- l) Students review their exam papers under the supervision of the course instructor, compare them with the prepared answer key, and submit written requests to the instructor regarding any material errors or reassessment requests.
- m) Requests submitted by students concerning material errors or reassessment are reviewed by the instructor who evaluated the respective question, and the final grades are determined.

3.2. Final Exams

- a) The processes followed for midterm exams, as described in section 3.1 (e.g., preparation of questions, duplication, administration, evaluation, announcement, and review of exam papers), are also applied to final exams.
- b) The final exams of TURK 101, TURK 102, and TURK 103 consist of multiple-choice questions. Final exams in TURK 105, TURK 106, and TURK 107 are conducted in written format.
- c) Final exam results are entered into OGBS no later than 5 days before the deadline set in the academic calendar for submitting grades to the Office of the Registrar. The announcement of the results is made via webonline.

3.3. Make-up Exams

3.3.1. Midterm Make-up

- a) The list of students eligible to take the make-up midterm exam is prepared by verifying, through the instructors' OGBS screens, the students who were officially excused (with a medical report) on the date of the exam.
- b) One week prior to the make-up exam, the list of students who will take the exam and detailed information about the make-up exam are announced to students via the course's web/webonline page.
- c) The content scope of the make-up midterm exam is the same as that of the original midterm exam. Requests for classrooms and, if necessary, invigilators are submitted to the exam officer through the coordinator by the course instructors.
- d) The processes followed for midterm exams, as described in section 3.1 (e.g., preparation of questions, duplication, administration, evaluation, announcement, and review of exam papers), are also applied to midterm make-up exams.
- e) In the make-up exams for TURK 101, TURK 102, and TURK 103, multiple-choice questions are asked, as in the midterm exams. Written make-up exams are administered for TURK 105, TURK 106, and TURK 107.

- f) The results of the make-up exams must be entered into OGBS no later than 5 days before the next exam of the course. An announcement of the results is made through the webonline system.

3.3.2. Final Make-up

- a) For students who are unable to take the final exam, the procedures defined in section 3.3.1 for midterm make-up exams are followed, taking into account the final date for submitting semester grades to the Office of the Registrar for the relevant academic year. This ensures timely announcement of exam results and allows students to review their exam papers.
- b) In the make-up final exams for TURK 101, TURK 102, and TURK 103, multiple-choice questions are asked, as in the final exam. Written make-up final exams are administered for TURK 105, TURK 106, and TURK 107.

4) Evaluation of Grades and Assignment of Letter Grades

- a) Students' grades from midterm exams, quizzes, and other activities (projects, assignments, etc.) during the semester must be announced no later than the last day of the final exam week of the relevant academic term. Any objections are received and reviewed by the course instructor/assistant.
- b) The grades from midterm exams, final exams, make-up exams, quizzes, and other assessments (projects, assignments, etc.) are compiled into a single file by the course assistant. The overall grade evaluation is then carried out collectively by all instructors teaching the course and the coordinator, and students' letter grades are determined.
- c) The assigned letter grades are entered into OGBS by the instructors at least one day before the official final grade submission deadline.
- d) Students must submit written objections to their letter grades to the Department Chair within five days following the announcement of grades. The Department Chair forwards the objection to the course coordinator. If a clerical error is identified, a grade correction form is completed, and the result is reported to the Department Chair within ten days.

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

- 1) For preparations and activities prior to the summer school term, the procedures outlined in "A. PRE-SEMESTER PREPARATIONS" are followed, considering the 7-week summer school duration.
- 2) In the conduct and evaluation of courses offered in summer school, the processes described under "B. IN-SEMESTER CONDUCT OF COURSE AND ASSESSMENT ACTIVITIES" are followed, again considering the 7-week summer school period.
- 3) Important dates related to exam schedules, grade submissions, the announcement of letter grades, and other notifications are determined by the coordinator and the course instructors before the beginning of the summer school, in accordance with the summer school calendar.
- 4) Part-time student assistants may not be assigned during the summer school.

D. END-OF-SEMESTER ACTIVITIES

After the announcement of letter grades in the relevant academic term, the following activities are carried out:

- 1) Documents including exam papers, attendance sheets, and other course-related materials (projects, assignments, etc.) are collected by the course instructors and compiled into a course file.

- 2) Ders dosyaları ilgili dersin koordinatörü/öğretim elemanları tarafından Bölüm Başkanlığı'nın ilan ettiği tarihe kadar bölüm sekreterliğine teslim edilir.
- 3) Dersi veren öğretim elemanları tarafından dönem sonu değerlendirmesi yapılır ve varsa dersle ilgili yapılması planlanan güncellemeler belirlenir.

F. OTHER

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