

2018-2019 ACADEMIC YEAR FALL TERM ENG COURSES OPERATIONAL PLAN FOR STUDENTS

2018-2019 ACADEMIC YEAR / FALL TERM MODERN LANGUAGES DEPARTMENT ENG101 ACADEMIC REPORT WRITING AND COMMUNICATION SKILLS I OPERATIONAL PLAN		
ASSIGNMENT / EXAM	TIME / DATE	NOTES
QUIZ (10 points)	Assignment: WEEK 6 (22-26 OCTOBER 2018)	<ul style="list-style-type: none"> It will be given in the 3rd lesson (last lesson) of the week. It will include questions on paraphrasing techniques.
MIDTERM EXAM (30 points)	WEEK 7 (31 OCTOBER 2018)	<ul style="list-style-type: none"> Content memo will be shared latest in Week 6. Students should check it on the website and on Turnitin.
SUMMARY ASSIGNMENT (10 points)	Assignment: WEEK 10 (19-23 NOVEMBER 2018)	<ul style="list-style-type: none"> Guideline for the assignment including the rubric will be shared in the classroom and on Turnitin in the first block of <u>Week 8</u>. Summary Assignment is an in-class assignment that will be given <u>in the third</u> lesson (last lesson) of Week 10. Students will not be given the articles that they will summarize beforehand. They will read the text and summarize it during the assignment hours. They can bring their hard copy dictionaries to the assignment hour.
PRESENTATIONS (10 points)	Assignment: WEEK 12-13 (3-7 DECEMBER & 10-14 DECEMBER 2018)	<ul style="list-style-type: none"> Guideline for the presentations including the rubric will be shared in the classroom in Week 10. Students are to choose time and date for their presentations in this week. If the students do not choose date and time for their presentations on time, their instructors will appoint a time and date and upload the necessary information to Turnitin. Students are to be in the classroom during their presentation time. They are to send their Ppts <u>via e-mail</u> latest a day before their presentation date otherwise they will lose 2 points.
END-OF-TERM EXAM (40 pts.)	Time and Date of the exam will be announced by Student Affairs Department.	<ul style="list-style-type: none"> You will find the detailed information on Turnitin and school website latest one week before the exam.

ENG201 OPERATIONAL PLAN FOR ASSIGNMENTS AND EXAMS

ASSESSMENT	DATE/TIME	DETAILS
READING QUIZ (10 PTS.)	WEEK 6 - In the first 20 minutes of the first lesson hour.	There will be a reading quiz from the assigned articles. Articles can be found on Turnitin in week 5.
MID-TERM EXAM (25 PTS.)	Week 7 31th October Wednesday	Midterm Exam will be on 31th October.
ARGUMENTATIVE ESSAY (15 PTS.)	WEEK 10 - Three Class Hours	Ss will be given different sources. Some of the sources will support an idea, while some of them will be on the opposite point. They will read the sources in the class and write an argumentative essay by using them to develop and refute arguments. Students are only allowed to bring hard copy dictionaries. No electronic devices are allowed.
PANEL DISCUSSION (15PTS.)	WEEKs 13-14	Students will decide on their panel discussion groups, topics and roles in the weeks 10 and 11 in the class hours, and they will be announced via Turnitin.
END-OF-TERM EXAM (35 PTS.)	Time and Date of the exam will be announced by Student Affairs Department.	You will find the detailed information on Turnitin and school website latest one week before the exam.

Students are to be in the classroom on time when they have assignments / exams / presentations. There is no make-up for in-class assignments / quizzes / presentations.

EEP201 OPERATIONAL PLAN FOR ASSIGNMENTS AND EXAMS

ASSESSMENT	DATE/TIME	DETAILS
SYNTHESIS PARAGRAPH (10 PTS.)	WEEK 6 - The first class hour.	Students will write a synthesis paragraph by synthesizing information from two different sources which are a video and a magazine article. Video and article can be found on Turnitin in Week 5.
MID-TERM EXAM (25 PTS.)	Week 7 31th October Wednesday	Midterm Exam will be on 31th October.
INTERNSHIP REPORT (15 PTS.)	WEEK 10 - Three Class Hours	Students will be given two different company's internship programs which they can choose one of them. They will write an internship report by using the internship report writing guideline. Students are only allowed to bring hard copy dictionaries. No electronic devices are allowed.
PANEL DISCUSSION (15PTS.)	WEEKs 13-14	Students will decide on their panel discussion groups, topics and roles in the weeks 10 and 11 in the class hours, and they will be announced via Turnitin.
END-OF-TERM EXAM (35 PTS.)	Time and Date of the exam will be announced by Student Affairs.	You will find the detailed information on Turnitin and school website latest one week before the exam.

Students are to be in the classroom on time when they have assignments / exams / presentations. There is no make-up for in-class assignments / quizzes / presentations.

ENG 301 OPERATIONAL PLAN
FALL TERM 2018-2019

NAME OF THE ACTIVITY	DEADLINE	ANNOUNCEMENTS/DETAILS
SELF REFLECTIVE PARAGRAPH WRITING	<p style="text-align: center;">15-19 October 2018 (Week 5) 3rd Lesson Hour (Students complete this in-class writing task in 30 minutes and submit their papers to the instructor.)</p>	Students write a paragraph about their skills and abilities. The vocabulary list will be handed out to the students in the exam. Students are expected to choose 5 Objective vocabulary items from the list while writing their paragraphs.
INQUIRY E-MAIL WRITING	<p style="text-align: center;">29 Oct-02 November 2018 (Week 7) 3rd Lesson Hour (Students complete this in-class writing task in 30 minutes and submit their papers to the instructor.)</p>	Students write an Inquiry E-mail asking for more information about a real ad, post or program. The ads/posts will be handed out to the students in the exam. Students choose one (1) of the ads/posts and write their e-mails accordingly.
CV WRITING <i>(Midterm Exam Part-I)</i>	<p style="text-align: center;">16th November 2018, 17.00 (Week 9) (Students will prepare their CVs on the website "Europass" and submit it to the instructor by the deadline.)</p>	Students are expected to prepare their CVs by following the Europass format and submit them to their instructor in the lesson/office hours by the deadline.
COVER LETTER WRITING <i>(Midterm Exam Part-II)</i>	<p style="text-align: center;">26-30 November 2018 (Week 11) 3rd Lesson Hour (Students complete this in-class writing task in 60 minutes.)</p>	Students write their cover letters to an ad and submit it to their instructor. The suggested structure for the cover letter is also provided to students in the exam.
END-OF-TERM EXAM	<p style="text-align: center;"><i>The exact date of the end-of-term exam is to be announced by the Student Affairs Department.</i></p>	Students will take their final exam on the date specified in the announcement on Turnitin and/or the university's website. The exam content memo will also be shared in the same document.

EMP 101 OPERATIONAL PLAN
FALL TERM 2018-2019

NAME OF THE ACTIVITY	DEADLINE	ANNOUNCEMENTS/DETAILS
SELF REFLECTIVE PARAGRAPH WRITING	<p style="text-align: center;">October 19th 2018, Friday (Week 5) 3rd Lesson Hour (Students complete this in-class writing task in 30 minutes and submit their papers to the instructor.)</p>	Students write a paragraph about their skills and abilities. The vocabulary list will be handed out to the students in the exam. Students are expected to choose 5 Objective vocabulary items from the list while writing their paragraphs.
INQUIRY E-MAIL WRITING	<p style="text-align: center;">November 2nd 2018, Friday (Week 7) 3rd Lesson Hour (Students complete this in-class writing task in 30 minutes and submit their papers to the instructor.)</p>	Students write an Inquiry E-mail asking for more information about a real ad, post or program. The ads/posts will be handed out to the students in the exam. Students choose one (1) of the ads/posts and write their e-mails accordingly.
CV WRITING <i>(Midterm Exam Part-I)</i>	<p style="text-align: center;">16th November 2018, until 17.00 (Week 9) (Students will prepare their CVs on the website "Europass" and submit it to the instructor by the deadline.)</p>	Students are expected to prepare their CVs by following the Europass format and submit them to their instructor in the lesson/office hours by the deadline.
COVER LETTER WRITING <i>(Midterm Exam Part-II)</i>	<p style="text-align: center;">November 30th 2018, Friday (Week 11) 3rd Lesson Hour (Students complete this in-class writing task in 60 minutes.)</p>	Students write their cover letters to an ad and submit it to their instructor. The suggested structure for the cover letter is also provided to students in the exam.
END-OF-TERM EXAM	<p style="text-align: center;"><i>The exact date of the end-of-term exam is to be announced by the Student Affairs Department.</i></p>	Students will take their final exam on the date specified in the announcement on Turnitin and/or the university's website. The exam content memo will also be shared in the same document.

EDP 101 OPERATIONAL PLAN
FALL TERM 2018-2019

NAME OF THE ACTIVITY	DEADLINE	ANNOUNCEMENTS/DETAILS
EUROPASS CV WRITING	<p style="text-align: center;">09 October 2018, Tuesday (Week 4) until 17.00 (Students will prepare their CVs and submit it to the instructors.)</p>	<p>Students prepare their own CV according to the standard format (https://europass.cedefop.europa.eu/en/documents/curriculum-vitae) to present their skills and qualifications in an organized and effective way.</p>
CLASSIFICATION ESSAY WRITING <i>(Midterm Exam Part-I)</i>	<p style="text-align: center;">06 November 2018, Tuesday (Week 8) 3rd Lesson Hour (Students complete this in-class writing task in 60 min. and submit their papers to the instructor.)</p>	<p>Students are introduced the basic structure of Classification Essays and they are guided to write well-organized essays in this specific format.</p>
CAUSE & EFFECT ESSAY WRITING <i>(Midterm Exam Part-II)</i>	<p style="text-align: center;">27 November 2018, Tuesday (Week 11) 3rd Lesson Hour (Students complete this in-class writing task in 60 min. and submit their papers to the instructor.)</p>	<p>Students are introduced the basic structure of Cause and Effect Essays and they are guided to write well-organized essays in this specific format.</p>
ABSTRACT WRITING	<p style="text-align: center;">11 December 2018, Tuesday (Week 13) 3rd Lesson Hour (Students will write an abstract by using the guidelines provided)</p>	<p>Students are introduced the common structure and the basic components of research paper abstracts.</p>
END-OF-TERM EXAM	<p style="text-align: center;"><i>The exact date of the end-of-term exam is to be announced by the Student Affairs Department.</i></p>	<p>Student will take the final exam based on the announcement on Turnitin and the university's website within the range of specified topics.</p>

**2018-2019 ACADEMIC YEAR / FALL TERM
MODERN LANGUAGES DEPARTMENT
ENG 111
OPERATIONAL PLAN - TENTATIVE**

ASSIGNMENT / EXAM	TIME / DATE	NOTES
QUIZ (10 points)	Assignment: WEEK 5 (15-19 OCTOBER 2018)	<ul style="list-style-type: none"> It will be given in the 3rd lesson of the week.
MIDTERM EXAM (25 points)	WEEK 7 (31 OCTOBER 2018)	<ul style="list-style-type: none"> Content memo will be shared latest in Week 6. Students should check it on the website and on Turnitin.
SPEAKING TASK - 1 (5 points)	Assignment: WEEK 8 (5-9 NOVEMBER 2018)	<ul style="list-style-type: none"> Students will be given a speaking task, and they are supposed to record a video about it and submit their records through the USBs to their instructors. Guideline and rubric will be shared in the classroom in Week 7.
WRITING ASSIGNMENT (10 points)	Assignment: WEEK 9 (12-16 NOVEMBER 2018)	<ul style="list-style-type: none"> It will be given in the 3rd lesson of the week. Guideline for the assignment including the rubric will be shared in the classroom in Week 8.
SPEAKING TASK - 2 (5 points)	Assignment: WEEK 11 (26-30 NOVEMBER 2018)	<ul style="list-style-type: none"> Students will be given a speaking task, and they are supposed to record a video about it and submit their records through the USBs to their instructors. Guideline and rubric will be shared in the classroom in Week 10.
SPEAKING ASSIGNMENT (10 points)	Assignment: WEEK 12 (3-7 DECEMBER 2018)	<ul style="list-style-type: none"> It will take place in the last two hours of the week (depending on the student number, the assignment may take 3 hours). Guideline and rubric will be shared in the classroom in Week 11.
END-OF-TERM EXAM (35 pts.)	Time and Date of the exam will be announced by Student Affairs Department.	<ul style="list-style-type: none"> Students will find the detailed information on Turnitin and school website latest one week before the exam.

**2018-2019 ACADEMIC YEAR / FALL TERM
MODERN LANGUAGES DEPARTMENT
ENG 211
OPERATIONAL PLAN - TENTATIVE**

ASSIGNMENT / EXAM	TIME / DATE	NOTES
QUIZ (10 points)	Assignment: WEEK 5 (15-19 OCTOBER 2018)	<ul style="list-style-type: none"> It will be given in the 3rd lesson of the week.
MIDTERM EXAM (25 points)	WEEK 7 (31 OCTOBER 2018)	<ul style="list-style-type: none"> Content memo will be shared latest in Week 6. Students should check it on the website and on Turnitin.
SPEAKING TASK - 1 (5 points)	Assignment: WEEK 8 (5-9 NOVEMBER 2018)	<ul style="list-style-type: none"> Students will be given a speaking task, and they are supposed to record a video about it and submit their records through the USBs to their instructors. Guideline and rubric will be shared in the classroom in Week 7.
WRITING ASSIGNMENT (10 points)	Assignment: WEEK 9 (12-16 NOVEMBER 2018)	<ul style="list-style-type: none"> It will be given in the 3rd lesson of the week. Guideline for the assignment including the rubric will be shared in the classroom in Week 8.
SPEAKING TASK - 2 (5 points)	Assignment: WEEK 11 (26-30 NOVEMBER 2018)	<ul style="list-style-type: none"> Students will be given a speaking task, and they are supposed to record a video about it and submit their records through the USBs to their instructors. Guideline and rubric will be shared in the classroom in Week 10.
SPEAKING ASSIGNMENT (10 points)	Assignment: WEEK 12 (3-7 DECEMBER 2018)	<ul style="list-style-type: none"> It will take place in the last two hours of the week (depending on the student number, the assignment may take 3 hours). Guideline and rubric will be shared in the classroom in Week 11.
END-OF-TERM EXAM (35 pts.)	Time and Date of the exam will be announced by Student Affairs Department.	<ul style="list-style-type: none"> Students will find the detailed information on Turnitin and school website latest one week before the exam.

**2018-2019 ACADEMIC YEAR / FALL TERM
MODERN LANGUAGES DEPARTMENT
ENG 311
OPERATIONAL PLAN - TENTATIVE**

ASSIGNMENT / EXAM	TIME / DATE	NOTES
QUIZ (10 points)	Assignment: WEEK 5 (15-19 OCTOBER 2018)	<ul style="list-style-type: none"> It will be given in the 3rd lesson of the week.
MIDTERM EXAM (25 points)	WEEK 7 (31 OCTOBER 2018)	<ul style="list-style-type: none"> Content memo will be shared latest in Week 6. Students should check it on the website and on Turnitin.
SPEAKING TASK - 1 (5 points)	Assignment: WEEK 8 (5-9 NOVEMBER 2018)	<ul style="list-style-type: none"> Students will be given a speaking task, and they are supposed to record a video about it and submit their records through the USBs to their instructors. Guideline and rubric will be shared in the classroom in Week 7.
WRITING ASSIGNMENT (10 points)	Assignment: WEEK 9 (12-16 NOVEMBER 2018)	<ul style="list-style-type: none"> It will be given in the 3rd lesson of the week. Guideline for the assignment including the rubric will be shared in the classroom in Week 8.
SPEAKING TASK - 2 (5 points)	Assignment: WEEK 11 (26-30 NOVEMBER 2018)	<ul style="list-style-type: none"> Students will be given a speaking task, and they are supposed to record a video about it and submit their records through the USBs to their instructors. Guideline and rubric will be shared in the classroom in Week 10.
SPEAKING ASSIGNMENT (10 points)	Assignment: WEEK 12 (3-7 DECEMBER 2018)	<ul style="list-style-type: none"> It will take place in the last two hours of the week (depending on the student number, the assignment may take 3 hours). Guideline and rubric will be shared in the classroom in Week 11.
END-OF-TERM EXAM (35 pts.)	Time and Date of the exam will be announced by Student Affairs Department.	<ul style="list-style-type: none"> Students will find the detailed information on Turnitin and school website latest one week before the exam.