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| **COURSE INFORMATION** | | | | | |
| **Course Title** | *Code* | *Semester* | *L+P Hour* | *Credits* | *ECTS* |
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| **Prerequisites** |  |

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| **Language of Instruction** |  |
| **Course Level** |  |
| **Course Type** |  |
| **Course Coordinator** |  |
| **Instructors** |  |
| **Assistants** |  |
| **Goals** |  |
| **Content** |  |

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| **COURSE CODES** | |
| **Communication** | **Lecturer:**  E-mail:  Office Hours:  Please make an appointment one day before.  **Faculty Secretariat:**  E-mail: [iisbf.sekreterlik@altinbas.edu.tr](mailto:iisbf.sekreterlik@altinbas.edu.tr)  Please see the webpage for the organizational chart: <https://altinbas.edu.tr/p/737/organizasyon-semasi> |
| **Attendance** | %70 of course attendance is mandatory. |
| **Make-up Exam** | Students with a valid reason should submit a petition within 5 days (5 working days) following the midterm exam to the head of the department. When the head of the department approves the petition, the request to take a make-up exam will be submitted to the faculty executive council.  If the request is approved, students can take the make-up exam within the last 2 weeks of the academic calendar.  Students who registered late (following the add-drop period) are not obliged to take the midterm within the 7 days (working days) following the date of registration. They are eligible to take a make-up exam upon their request.  Please see the webpage for the format of the petitions:  <https://altinbas.edu.tr/p/741/formlar> |
| **Re-take Exam** | All students who are entitled to take the final exam can take the re-take exam for the courses they have failed and for the courses for which they have received a BB or lower grade in order to raise their GPA. The grade obtained in the re-take exam replaces the final exam grade. |
| **Objection to the Exam Results** | Students may apply with a petition to the instructor to object to their grades within 5 days (working days) following the announcement of the grades.  Please see the webpage for the format of the petitions:  <https://altinbas.edu.tr/p/741/formlar> |
| **Honesty** | Plagiarism is a serious offense and subject to disciplinary action. |
| **Grading Method / Categories** | Relative Grading  Absolute Grading  Other  Please refer to the Directive on Grading for the calculation method of relative grading and absolute grading table:  <https://alyans.altinbas.edu.tr/uploads/yonetmelik-yonerge-usul-ve-esaslar-klasoru/yonerge/2-yonergeler-ingilizce/engbagil-degerlendirme-yonergesi.pdf> |
| **Financial Hold / Course Registration** | Students who are not active and/ or not officially registered for the course due to financial or any other reasons are not allowed to take the exams (midterm and final exam). |
| **Class Rules** |  |
| **Exam Dates** | Midterm Exam TBA  Final Exam TBA |

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| **Learning Outcomes** | **Teaching Methods** | **Assessment Methods** |
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| **Teaching Methods:** | 1: Lecture, 2: Question-Answer, 3: Class Discussion, 4: Exercise – Practice, 5: Presentation, 6: Directed Practice, 7: Role Playing, 8: Teamwork, 9: Simulation, 10: Brain Storming, 11: Six Hats 12: Case Study, 13: Laboratory/Field Study, 14: Self Study, 15: Problem Solving, 16: Project Based Learning |
| **Assessment Methods:** | A: Testing/Written Exam, B: Oral Examination C: Homework, D: Project, E: Portfolio, F: Performance Task |

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| **COURSE CONTENT** | | |
| **Week** | **Topics** | **Study Materials** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |

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| **RECOMMENDED SOURCES** | |
| **Textbook** |  |
| **Additional Resources** |  |

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| **MATERIAL SHARING** | |
| **Documents** |  |
| **Assignments** |  |
| **Exams** |  |

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| **ASSESSMENT** | | |
| **IN-TERM STUDIES** | **QUANTITY** | **PERCENTAGE** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  | **100** |
| **CONTRIBUTION OF IN-TERM STUDIES TO OVERALL GRADE** |  | 60 |
| **CONTRIBUTION OF FINAL EXAMINATION TO OVERALL GRADE** |  | 40 |
| **Total** |  | **100** |

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| **COURSE'S CONTRIBUTION TO PROGRAM** | | | | | | |
| No | **Program Learning Outcomes** | Contribution | | | | |
| 1 | 2 | 3 | 4 | 5 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
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| **ECTS ALLOCATED BASED ON STUDENT WORKLOAD BY THE COURSE DESCRIPTION** | | | |
| Activities | Quantity | Duration (Hour) | Total Workload (Hour) |
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|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **Total Work Load** |  |  |  |
| **Total Work Load / 30 (h)** |  |  |  |
| **ECTS Credit of the Course** |  |  |  |

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| **VERSION DATA** | | |
| **PRODUCED BY** | **VERSION NO** | **DATE** |
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