



ORTA DOĞU TEKNİK ÜNİVERSİTESİ
MIDDLE EAST TECHNICAL UNIVERSITY

ODTÜSYLLABUS PROGRAM USER GUIDE[©]

For Questions: syllabus@metu.edu.tr

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1. Course Syllabus

A course syllabus is regarded as “an informal contract between instructor and student, providing everyone with the objectives and expectations that shape the learning environment” (Millis, 2009, p. 5). A course syllabus tells much about a course and it affects students’ views of a course. Moreover, a well-developed course syllabus has the function of improving student learning and increasing student motivation toward a course. For further information about the ODTÜSyllabus components, please refer to the ODTÜSyllabus Components Guide.

2. ODTÜSyllabus Program

You can reach the ODTÜSyllabus program via <http://odtusyllabus.metu.edu.tr>. The program aims to inform the students about the main issues of a course, such as information about the instructor, time and place of the course, topics to be covered, course objectives and learning outcomes, instructional methods, and grading. For further information about the ODTÜSyllabus components, please refer to the ODTÜSyllabus Components Guide. If you need further consultation regarding syllabus components, you can send an e-mail to syllabus@metu.edu.tr or you can contact ÖGEM (ogem@metu.edu.tr, 2107175).

2.1. Sign In

As an instructor, you can access your course(s) by signing in to the prepared ODTÜSyllabus program via METU user-id and password and make necessary changes in your course syllabi. To sign in:

- ✓ Open any web browser and type <http://odtusyllabus.metu.edu.tr> into the address bar.
- ✓ As shown in Figure 1, you can enter the METU username and password into the upper right-hand corner of the opened window and click “Sign in”.

Figure 1

2.2. The Roles within the ODTÜSyllabus Program

After signing in to the program with the METU username and password, the screen as shown in Figure 2 will be encountered. In this step, you can choose the role that you want to continue with.

- ✓ If you are a department chair, by choosing the “**Department Chair**” role, you can see all syllabi entered in the program in your department. Here, you can check whether the components are entered in the program for the department courses.
- ✓ If you are assigned as a coordinator by your department chair for any of the courses *having more than one section and more than one instructor*, you need to choose the “**Coordinator**” role to enter the following required information: course objectives, course learning outcomes, program outcomes matrix, and ECTS workload for that specific course. This information can only be entered by a coordinator for any multi-section course having more than one instructor. If you are a section coordinator for a multi-section course sharing the same syllabus, then you can edit all components and copy the information to all other sections. If you are not assigned a coordinator role, then this role will not appear in the drop-down menu.

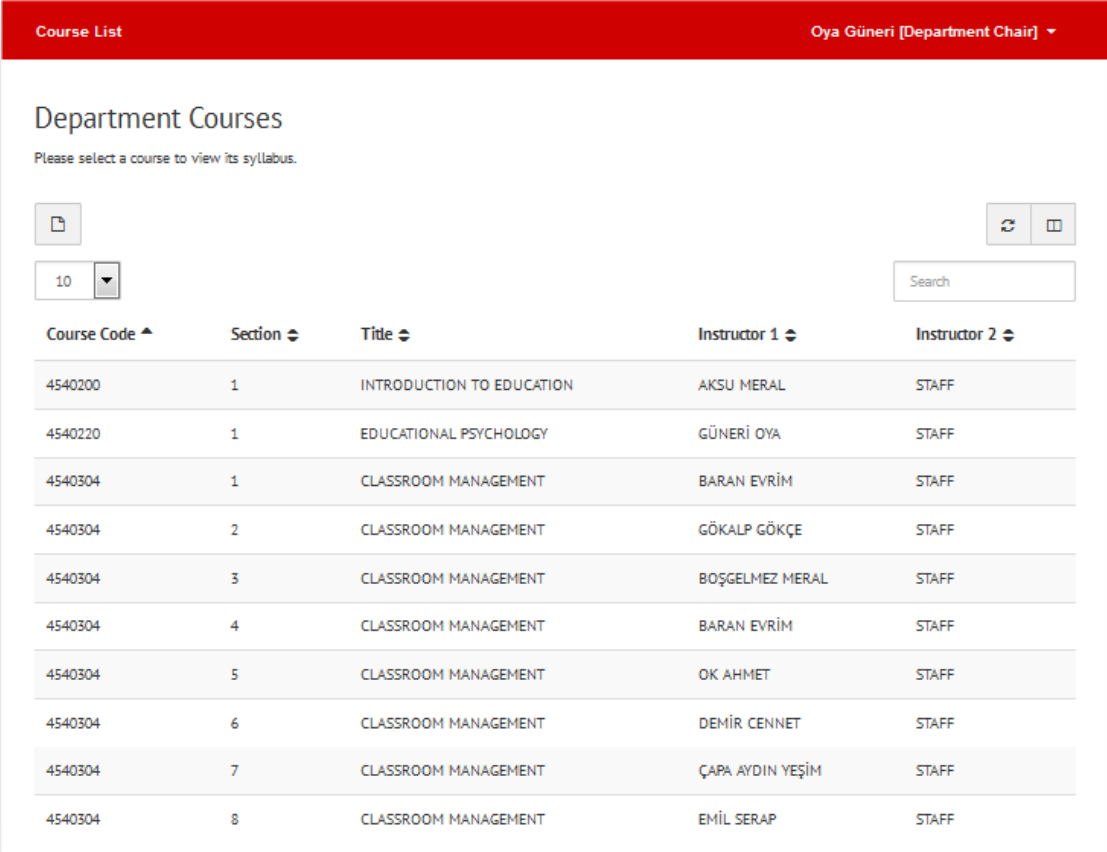
Figure 2

- ✓ You can view all of the courses you are teaching by choosing the “**Instructor**” role. If you are teaching a course having only one section or if you are the only instructor of a multi-section course, you can enter all of the required information in your syllabus/syllabi as an instructor. However, if you are an instructor of a multisection course and other sections are also taught by other instructors, certain components (course objectives, course learning outcomes, program outcomes matrix, and ECTS workload) can only be edited/entered by the coordinator assigned for that specific course. In this case, you are not allowed to edit/change these components.

2.3. Syllabus Program for Department Chair Use

After signing into the program and the Department Chair role is chosen; it is possible to see and control all of the syllabi entered/edited by the instructors of that department under the title of *Department Courses* (Figure 3).

Figure 3



The screenshot shows a web interface titled "Department Courses" for the user "Oya Güneri [Department Chair]". Below the title, there is a message: "Please select a course to view its syllabus." The interface includes a search bar, a refresh button, and a table with columns for Course Code, Section, Title, Instructor 1, and Instructor 2. The table lists 10 rows of course sections, all with the title "CLASSROOM MANAGEMENT" except for the first two which are "INTRODUCTION TO EDUCATION" and "EDUCATIONAL PSYCHOLOGY".

Course Code ▲	Section ⇅	Title ⇅	Instructor 1 ⇅	Instructor 2 ⇅
4540200	1	INTRODUCTION TO EDUCATION	AKSU MERAL	STAFF
4540220	1	EDUCATIONAL PSYCHOLOGY	GÜNERİ OYA	STAFF
4540304	1	CLASSROOM MANAGEMENT	BARAN EVRİM	STAFF
4540304	2	CLASSROOM MANAGEMENT	GÖKALP GÖKÇE	STAFF
4540304	3	CLASSROOM MANAGEMENT	BOŞGELMEZ MERAL	STAFF
4540304	4	CLASSROOM MANAGEMENT	BARAN EVRİM	STAFF
4540304	5	CLASSROOM MANAGEMENT	OK AHMET	STAFF
4540304	6	CLASSROOM MANAGEMENT	DEMİR CENNET	STAFF
4540304	7	CLASSROOM MANAGEMENT	ÇAPA AYDIN YEŞİM	STAFF
4540304	8	CLASSROOM MANAGEMENT	EMİL SERAP	STAFF

When you click any of the courses offered in your department, you will see a general view of a course syllabus as shown in Figure 4.

Figure 4

The image shows a screenshot of a course page. On the left, there are two main sections: 'Course Information' and 'Instructor Information'. The 'Course Information' section includes fields for Course Code (4540681), Course Section (1), Course Title (ADVANCED INDIVIDUAL COUNSELING), Course Credit (3), Course ECTS (8.0), Course Catalog Description, Prerequisites (No prerequisites found), and Schedule (Not available). The 'Instructor Information' section includes Name/Title (Prof.Dr. OYA GÜNERİ), Office Address, Email (guneri@metu.edu.tr), Office Phone (210 4032), and Office Hours.

On the right side, there is a vertical navigation menu with a red border. The menu items are: Course Information, Instructor Information, Course Assistants, Course Objectives, Course Learning Outcomes, Program Outcomes Matrix, ECTS Workload, Instructional Methods, Tentative Weekly Outline, Course Textbook(s), Course Material(s) and Reading(s), Supplementary Readings / Resources / E-Resources, Assessment of Student Learning, Course Grading, Course Policies, Information for Students with Disabilities, and Academic Honesty. A red arrow points from a box labeled 'Syllabus Components Navigation' at the bottom right towards the navigation menu.

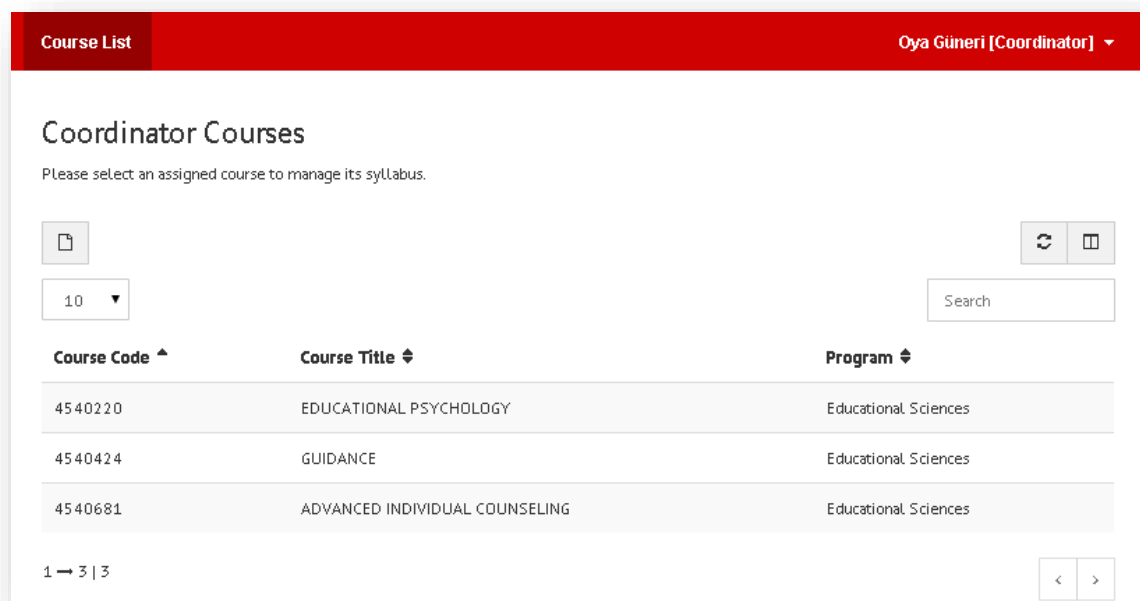
Below the navigation menu, the following course components are listed in a light red font: Course Assistants, Course Objectives, Course Learning Outcomes, Program Outcomes Matrix, ECTS Workload, Instructional Methods, Tentative Weekly Outline, Course Textbook(s), and Course Material(s) and Reading(s). A blue arrow icon is visible at the bottom right of the page.

It is possible for the department chair to see which parts are completed and which parts are still missing in the syllabus (Figure 4). On the right side of the screen, the “**Syllabus Components Navigation**” menu is seen. In this menu, completed parts of the syllabus are seen in “black”, while incomplete parts are seen in “red”.

2.4. Syllabus Program for Coordinator Use

After signing into the program if you choose the Coordinator role, the courses that you are assigned as a coordinator will be listed under the title of “*Coordinator Courses*” (Figure 5). Coordinators can only be assigned for a course having more than one section and more than one instructor to edit/enter specific required components of a course syllabus (course objectives, course learning outcomes, program outcomes matrix, and ECTS workload). These components will not be changed/edited by other instructors of the same course.

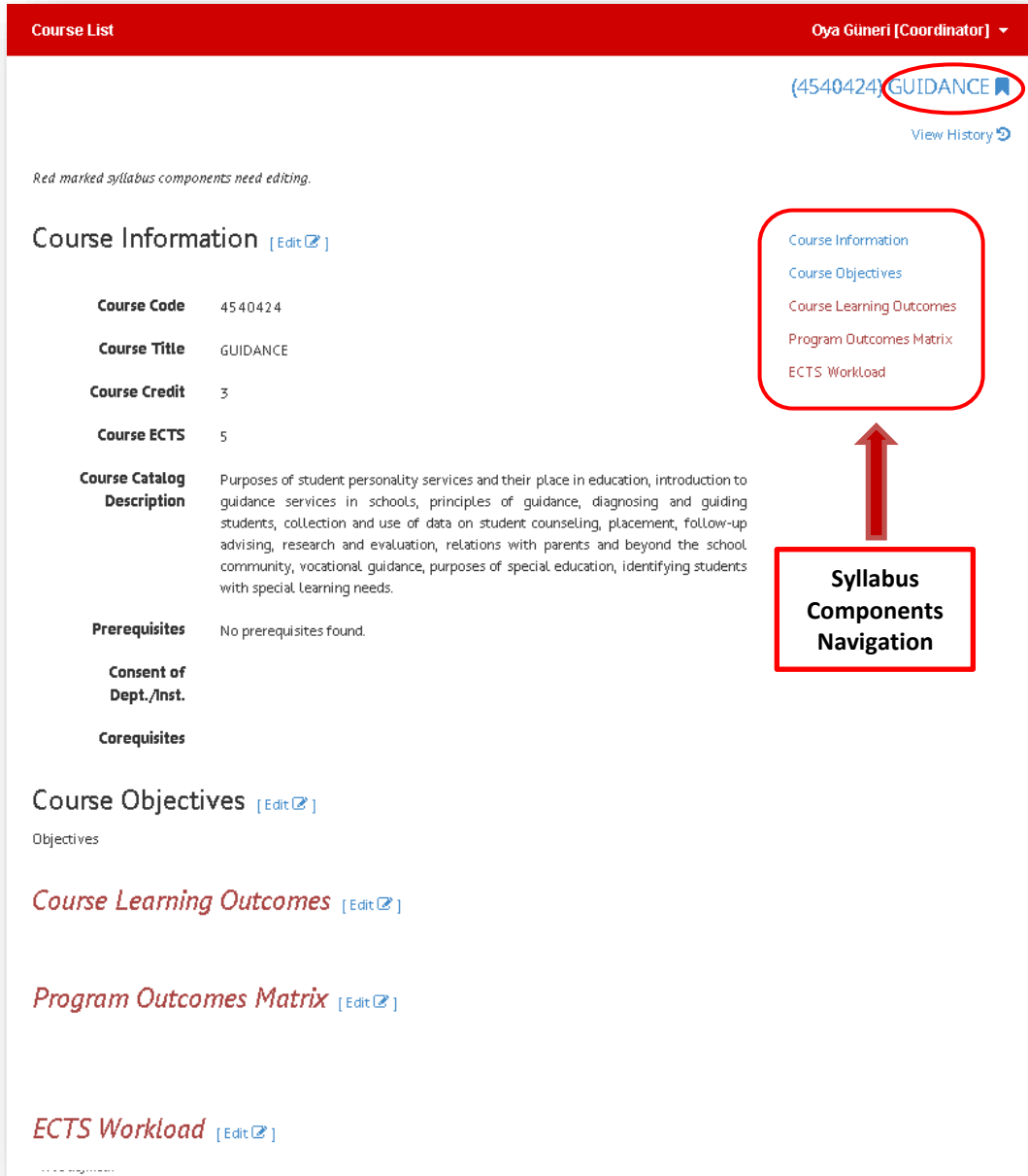
Figure 5



Important Note: If you are a “Section Coordinator” for the multi-section courses having a “shared” syllabus, then you can use the “**Copy to All**” option to copy any information you add about all other components to the other sections. Please refer to the User Guide for Section Coordinators.

After clicking the course to be edited, on the screen (Figure 6), you can see syllabus components, the “Syllabus Components Navigation” menu, and the “View History” link (where you can observe previous edits on the syllabus).

Figure 6



As can be seen in Figure 6, it is possible to enter the information related to that title after clicking the “Edit” button next to the titles to be completed in the program. Each title is seen in “black” after the information entry, and incompleted components are seen in “red”. The information expected to be entered by Coordinators related to each component is given below:

2.4.1. Course Information

Figure 7

Course List Oya Güneri [Coordinator] ▾

(4540424) GUIDANCE 📖

Course Information

Course Code 4540424

Course Title GUIDANCE

Course Credit 3

Course ECTS 5

Course Catalog Description Purposes of student personality services and their place in education, introduction to guidance services in schools, principles of guidance, diagnosing and guiding students, collection and use of data on student counseling, placement, follow-up advising, research and evaluation, relations with parents and beyond the school community, vocational guidance, purposes of special education, identifying students with special learning needs.

Prerequisites No prerequisites found.

[Preview](#) 🔍

Figure 8

Consent of Dept./Inst.

Corequisites

[Save](#)

The information in Figure 7 comes automatically from the METU Catalog. If necessary, you can make a text entry in the **Consent of Dept./Inst.** and **Corequisites** parts as shown in Figure 8. After the entry, the information is saved by clicking the **“Save”** button at the lower-right corner. After this process is completed, a **“Course Information saved”** sign at the top side of the screen is seen. It is possible to check the final outlook of the information entry when clicking the **“Preview”** button at the upper right corner. In addition to this, by clicking the course name **“(4250424) GUIDANCE”** on the upper right side in Figure 7, it is possible to turn back to page (Figure 6) where all of the syllabus components are listed.

2.4.2. Course Objectives

Figure 9

Course List Oya Güneri [Coordinator] ▾

(4540424) GUIDANCE

Course Objectives

In this part, instructor defines knowledge, skills, and competencies to be gained through the course. Stating objectives clarifies why the course is needed and what it would provide to students. Moreover, objectives help students get to know about evaluation criteria. Objectives can be written in a "listing format" after a general heading. Objective statements can be classified based on the Taxonomy of Educational Objectives (see [Course Objectives and Course Learning Outcomes Handbook](#)).

*Fields marked with * are required.*

Example Preview

Objectives *

Objectives

Save

It is required to make a text entry into the "Course Objectives" part as shown in Figure 9. It is possible to organize the text by using the tools. You can save the information by clicking the "Save" button at the lower-right corner after the text entry. After this process is completed, there comes a "Course Objectives saved" sign at the top side of the screen. It is possible to check the final outlook of the information entry when clicking the "Preview" button at the upper right corner. Besides, by clicking the "Example" button on the upper right side, it is possible to see a sample of course objectives. In addition, by clicking the course name "(4250424) GUIDANCE" on the upper right side (Figure 9), it is possible to turn back to the page (Figure 6) where all of the syllabus components are listed.

2.4.3. Course Learning Outcomes

Figure 10

It is required to make a text entry into the “Outcomes” part as shown in Figure 10. It is possible to organize the text by using the tools. You can save the information by clicking the “**Save**” button at the lower-right corner after the text entry. After this process is completed, there comes a “Course Learning Outcomes saved” sign at the top side of the screen. Besides, by clicking the “**Example**” button on the upper right side, it is possible to see a sample of course objectives. In addition, by clicking the course name “**(4250424) GUIDANCE**” on the upper right side (Figure 10), it is possible to turn back to the page (Figure 6) where all of the syllabus components are listed.

2.4.4. Program Outcomes Matrix

Figure 11

Course List
Halise Belgin Ayvaşık [Coordinator] ▾

(2330374) BIOLOGICAL PSYCHOLOGY

Program Outcomes Matrix

In this part of the course syllabus, instructor displays the relationship between the course objectives and program outcomes using a matrix/table. Program outcomes are the statements related to knowledge, skills, and behaviors to be attained by graduates within a few years of graduation (see [Program Outcomes Handbook](#)).

Preview

	Program Outcomes	Level of Contribution			
1	Solid background in basic theories and approaches in psychology.	0	1	2	3
2	Skills to obtain and interpret new information in the light of acquired theoretical knowledge.	0	1	2	3
3	Skills to follow both national and international publications and developments in the discipline.	0	1	2	3
4	Basic applied skills and knowledge of the various disciplines of psychology that do not require specialization.	0	1	2	3
5	Awareness of the value of continuing educational practices such as in-service training, seminars, and conferences to keep career-relevant knowledge and skills up-to-date.	0	1	2	3
6	Skills to conduct research based on basic knowledge related to testing and measurement, research methods, and statistics. That is, skills related to forming research hypotheses, designing the research, collecting data, applying basic statistical analysis, and reporting.	0	1	2	3
7	Knowledge and skills about conducting research and practice by adhering to ethical guidelines.	0	1	2	3
8	Skills in oral and written communication both in Turkish and English.	0	1	2	3
9	Skills to work in teams that involve disciplinary and interdisciplinary projects.	0	1	2	3
10	Critical thinking skills in following the psychological literature together with the psychology-related information appearing in popular media.	0	1	2	3
11	Skills to generate practical and culture-sensitive solutions to problems.	0	1	2	3
12	Awareness of societal, environmental, and economic factors in professional practice and research.	0	1	2	3
13	Skills to lead and pioneer in the profession of psychology, either in academia or professional practice.	0	1	2	3
14	Skills in independent and team work.	0	1	2	3

0: No Contribution 1: Little Contribution 2: Partial Contribution 3: Full Contribution

Save

In the component “Program Outcomes Matrix” shown in Figure 11, the coordinators are expected to rate the contribution level ranging from “0” to “3” (0: No Contribution, 1: Little Contribution, 2: Partial Contribution, 3: Full Contribution) for each program outcome. After the rating, the information is saved by clicking the “Save” button at the lower-right corner. After this process is completed, there comes a “Program outcomes saved” sign at the top side of the screen. It is possible to check the final outlook of the information entered by clicking the “Preview” button at the upper right corner (Figure 12). By clicking the course name “(2330374) BIOLOGICAL PSYCHOLOGY” on the upper right side (Figure 11), it is possible to turn back to the page (Figure 6) where all of the syllabus components are listed.

Figure 12

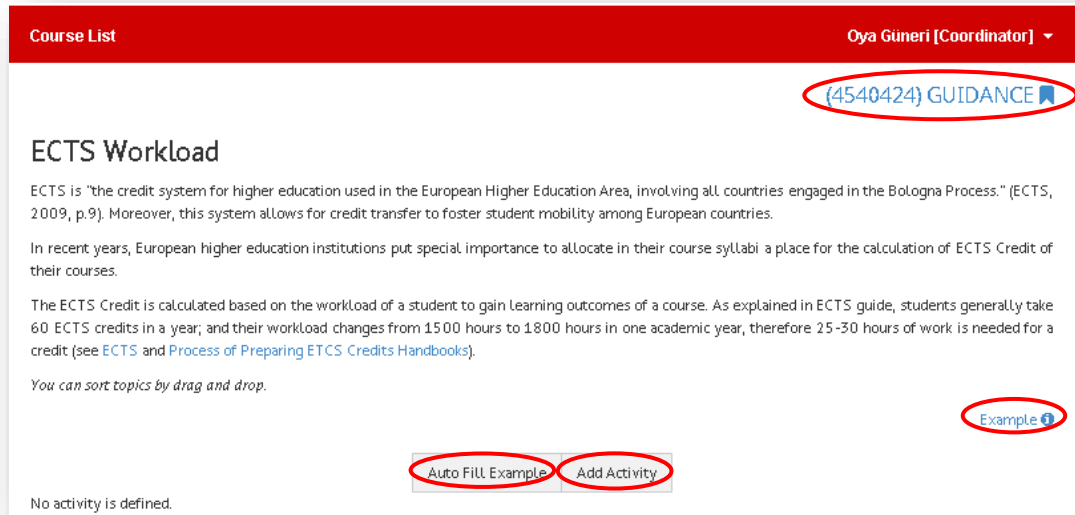
Program Outcomes		Level of Contribution			
		0	1	2	3
1	Solid background in basic theories and approaches in psychology.				X
2	Skills to obtain and interpret new information in the light of acquired theoretical knowledge.			X	
3	Skills to follow both national and international publications and developments in the discipline.			X	
4	Basic applied skills and knowledge of the various disciplines of psychology that do not require specialization.		X		
5	Awareness of the value of continuing educational practices such as in-service training, seminars, and conferences to keep career-relevant knowledge and skills up-to-date.		X		
6	Skills to conduct research based on basic knowledge related to testing and measurement, research methods, and statistics. That is, skills related to forming research hypotheses, designing the research, collecting data, applying basic statistical analysis, and reporting.			X	
7	Knowledge and skills about conducting research and practice by adhering to ethical guidelines.			X	
8	Skills in oral and written communication both in Turkish and English.		X		
9	Skills to work in teams that involve disciplinary and interdisciplinary projects.		X		
10	Critical thinking skills in following the psychological literature together with the psychology-related information appearing in popular media.			X	
11	Skills to generate practical and culture-sensitive solutions to problems.			X	
12	Awareness of societal, environmental, and economic factors in professional practice and research.		X		
13	Skills to lead and pioneer in the profession of psychology, either in academia or professional practice.			X	
14	Skills in independent and team work.			X	

0: No Contribution 1: Little Contribution 2: Partial Contribution 3: Full Contribution

2.4.5. ECTS Workload

(This component is currently inactive in the program. It will be activated later.)

Figure 13



In the component “ECTS Workload” shown in Figure 13, the coordinators are expected to fill out the ECTS workload table of the course. “**Example**” link (Figure 15) can be clicked for a sample of ECTS Workload Table and to see how the ECTS credit of a course is calculated. Also, it is possible to access an editable ECTS Workload Table by clicking “**Auto Fill Example**” button. The ECTS workload related to the course can be calculated by filling out this table. You can check the activity entries and their times related to the course and organize by clicking “**Edit**”, remove completely by “**Remove**” button or add a new activity by clicking “**Add Activity**” button (Figure 14). In addition, by clicking the course name ““(4250424) GUIDANCE” on the upper right side (Figure 13), it is possible to turn back to page (Figure 6) where all of the syllabus components are listed.

Figure 14

Activities	Quantity	Hour/s	Total Student Workload Hours
Homework Assignments	14	2	28
Total Workload			28
Value must be >= 4.95 and < 5.04 !			Total Workload / 30
Predefined ECTS Credit			5.0

Figure 15

ECTS Workload			
Activities	Quantity	Hour/s	Total Student Workload Hours
Weekly Theoretical Lessons	14	4	56
Preparation for class	14	1	14
Recitation hour	14	3	42
Homework assignments	14	2	28
Project (including preparation, report writing, and/or presentation)	1	20	20
Preparation for quiz	4	1	4
Quiz	4	1	4
Preparation for midterm examination	1	15	15
Midterm examination	1	2	2
Preparation for practical work (such as laboratory work, studio hours, or field practice)	0	0	0
Practical work (such as laboratory work, studio hours, or field practice)	0	0	0
Field work, technical trips or field trips	4	3	12
Preparation for final examination	1	20	20
Final examination	1	3	3
	Total Workload		220
	Total Workload / 30		7.33
	ECTS Credit		7

2.5. Syllabus Program for Instructor Use

Upon signing into the program and choosing the “Instructor” role, the courses taught by the instructor are listed under the title of “*Instructor Courses*” (Figure 16). If you have courses with only one section or if you are the only instructor for a course having more than one section, then you can edit/enter all of the components of the syllabus. However, if you have a multi-section course on the list with more than one instructor, then the course objectives, course learning outcomes, program outcomes matrix, and ECTS workload can only be edited/entered by the course coordinator assigned for that specific course. You are not allowed to edit/change these components.

Figure 16

The screenshot shows the 'Instructor Courses' interface. At the top, there are navigation tabs for 'Course List' and 'Instructor Info', and a user profile 'Oya Güneri [Instructor]'. The main heading is 'Instructor Courses' with a sub-message: 'Please select an assigned course to manage its syllabus.' Below this, there are search and filter controls, including a dropdown menu set to '10' and a search box. The main content is a table with the following data:

Course Code ^	Course Section ⇅	Course Title ⇅	Program ⇅
4540220	1	EDUCATIONAL PSYCHOLOGY	Educational Sciences
4540424	6	GUIDANCE	Educational Sciences
4540681	1	ADVANCED INDIVIDUAL COUNSELING	Educational Sciences

At the bottom left, there is a pagination indicator '1 → 3 | 3' and at the bottom right, there are navigation arrows '<' and '>'.

When click a course listed in Figure 16, the syllabus components are listed for the course. In Figure 17, when clicked “**Edit**” button is near each component, the required information for that component is opened. Each component is seen in “black” after necessary information is entered, and incompletd parts are seen in “red”.

In Figure 17, there are red and blue titles in the “**Syllabus Components Navigation**” box at the upper right corner of the visual. Incomplete titles are seen in “red”, while completed parts are seen in “blue”.

Figure 17

The screenshot displays the course page for '(4540424 - 6) GUIDANCE'. At the top right, there are buttons for 'View History' and 'Download PDF'. A red box on the right side contains a 'Syllabus Components Navigation' menu with the following items: Course Information, Instructor Information, Course Assistants, Course Objectives, Course Learning Outcomes, Program Outcomes Matrix, ECTS Workload, Instructional Methods, Tentative Weekly Outline, Course Textbook(s), Course Material(s) and Reading(s), Supplementary Readings / Resources / E-Resources, Assessment of Student Learning, Course Grading, Course Policies, Information for Students with Disabilities, and Academic Honesty. A red arrow points from this menu to the 'Course Information' section of the main content area. The 'Course Information' section includes fields for Course Code (4540424), Course Section (6), Course Title (GUIDANCE), Course Credit (3), Course ECTS (5.0), Course Catalog Description, Prerequisites (No prerequisites found), Consent of Dept./Inst., Corequisites, Schedule (Thursday, 08:40 - 11:30, EF-A34), Course Website, Learning Management System, and Instructor Information (Prof.Dr. OYA GÜNERİ). Below this is the Course Assistants section for Araş.Gör. FATMA ZEHRA ÜNLÜ.

Important Note: On the upper right side of the course page when entering as an instructor, a new feature (“Save the Syllabus”) has been added to save and export the components of any of your syllabi. You can find the details on how to use this feature at the end of this guide on 2.5.14.

It is possible to see the information related to the date and time of the last updates (*Figure 18*) by clicking the “View History” button at the upper right corner (*Figure 17*). By clicking the “Download PDF” (*Figure 17*) button near “View History”, you can download the pdf format of the syllabus. You can select the components you wish to export to the pdf file.

Figure 18

Course List Instructor Info Oya Güneri [Instructor] ▾

(4540424 - 6) GUIDANCE

History

10 ▾ Search

Date ▲	Component ⇅	Activity ⇅	User ⇅	IP ⇅
2014-07-08 11:57:54.000	Required Textbooks	New Entry	guneri	144.122.202.200
2014-10-27 15:25:38.672	Laboratory Hours & Location	New Entry	guneri	144.122.251.188
2014-10-27 15:25:38.680	Course Website	New Entry	guneri	144.122.251.188
2014-10-27 15:25:38.687	Learning Management System	New Entry	guneri	144.122.251.188
2014-10-27 15:40:46.843	Instructional Methods	New Entry	guneri	144.122.251.188
2014-10-27 15:42:43.744	Tentative Weekly Outline	New Entry	guneri	144.122.251.188
2014-10-27 15:45:30.555	Required Textbooks	Update Entry	guneri	144.122.251.188
2014-10-27 15:59:59.651	Supplementary Readings	New Entry	guneri	144.122.251.188
2014-10-27 15:59:59.667	Supplementary E-Resources	New Entry	guneri	144.122.251.188
2014-10-27 15:59:59.683	Supplementary Other	New Entry	guneri	144.122.251.188

1 → 10 | 25 < >

2.5.1. Course Information

Figure 19

Course List
Instructor Info
Oya Güneri [Instructor] ▾

(4540424 - 6) GUIDANCE

Course Information

Syllabus should give, first of all, necessary information about a course: course code/number, title, section, credit, ECTS, course catalog description, prerequisites (if any), corequisites (if any), scheduled time (meeting days and hours), and location. If the course has a laboratory session or studio hours, then the information about days, hours, and location of lab/studio sessions need to be included. Website, learning management system and open courseware information of the course, if any, can be added to this part.

*Fields marked with * are required.*

Course Code	4540424
Course Section	6
Course Title	GUIDANCE
Course Credit	3
Course ECTS	5.0
Course Catalog Description	Purposes of student personality services and their place in education, introduction to guidance services in schools, principles of guidance, diagnosing and guiding students, collection and use of data on student counseling, placement, follow-up advising, research and evaluation, relations with parents and beyond the school community, vocational guidance, purposes of special education, identifying students with special learning needs.
Prerequisites	No prerequisites found.
Consent of Dept./Inst.	
Corequisites	
Schedule	Thursday , 08:40 - 11:30, EF-A34

Preview

Figure 20

Lab Hours & Location (if any)

You can give more than one link for the following fields by seperating them with comma.

Course Website

Learning Management System

Save

The information shown in Figure 19 comes automatically from the METU Catalog. Among the titles shown in Figure 20, you can enter the information into the “Lab Hours & Locations, Course Website, and Learning Management System” if necessary. After the entry, the information is saved by clicking the “Save” button at the lower-right corner. After this process is completed, there comes a “Course Information saved” sign at the top side of the screen. It is possible to check the final outlook of the information entry when clicking the “Preview” button at the upper right corner. In addition to this, by clicking the course name “(4250424) GUIDANCE” on the upper right side (Figure 19), it is possible to turn back to the page (Figure 17) where all of the syllabus components are listed.

2.5.2. Instructor Information

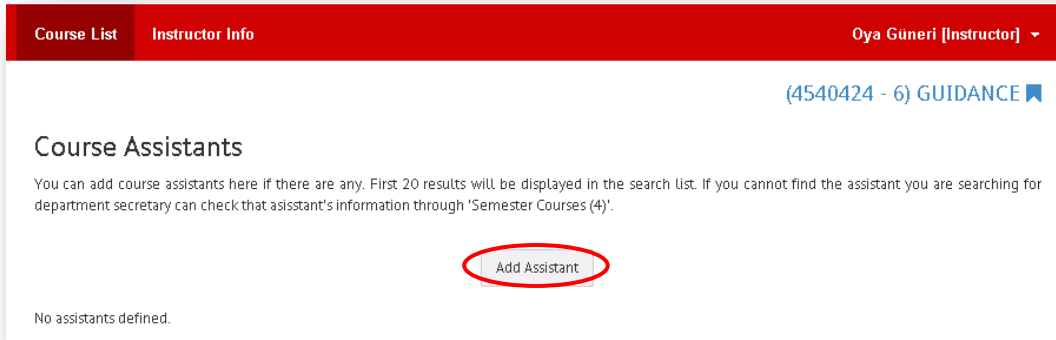
Figure 21

The screenshot shows the 'Instructor Information' form. At the top, there are navigation links for 'Course List' and 'Instructor Info', and a user profile for 'Oya Güneri [Instructor]'. The form title is 'Instructor Information'. Below the title, there is a brief instruction: 'Students taking a course need necessary information about course instructor including instructors' title, name, office address, e-mail address, personal website (if any), social media address (if any), office phone, and office hours.' A note states: 'You can define more than one email, website and social media address by separating them with comma.' A warning says: 'Fields marked with * are required.' The form fields are: 'Name/Title' (Prof.Dr. OYA GÜNERİ), 'Office Address *' (empty), 'Email' (guneri@metu.edu.tr, with a sub-field for 'Other emails if any'), 'Personal Website' (e.g., http://site1.com, http://site2.com ..), 'Social Media' (empty), 'Office Phone' (210 4032), and 'Office Hours *' (empty). A 'Preview' button with a magnifying glass icon is circled in red at the top right, and a 'Save' button is circled in red at the bottom right.

It is required to enter the information related to the instructor’s office address and office hours under the title of “Instructor information” as shown in Figure 21. Office phone numbers are retrieved from the ODTÜ Phonebook automatically. After all of the titles are completed, the information is saved by clicking the “Save” button at the lower-right corner. After this process is completed, there comes a “Information saved” sign at the top side of the screen. It is possible to check the final outlook of the information entry when clicking the “Preview” button at the upper right corner.

2.5.3. Course Assistants

Figure 22



If there is an assistant for the course, the assistant must be chosen from the assistant list opened by clicking “Add Assistant” button as shown in Figure 22 under the title of “Course Assistants” and the assistant must be added by “Add” button as shown in Figure 23.

Figure 23

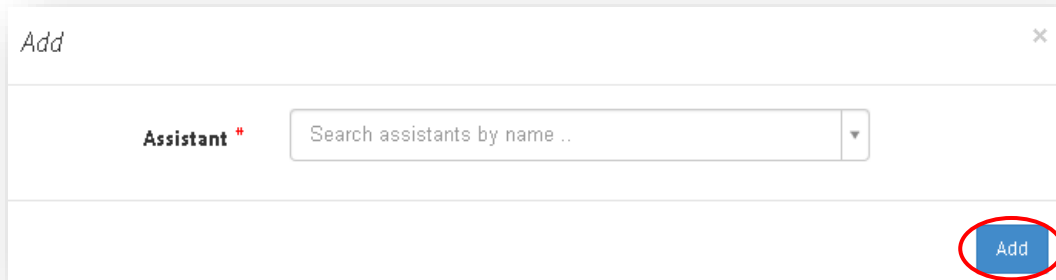
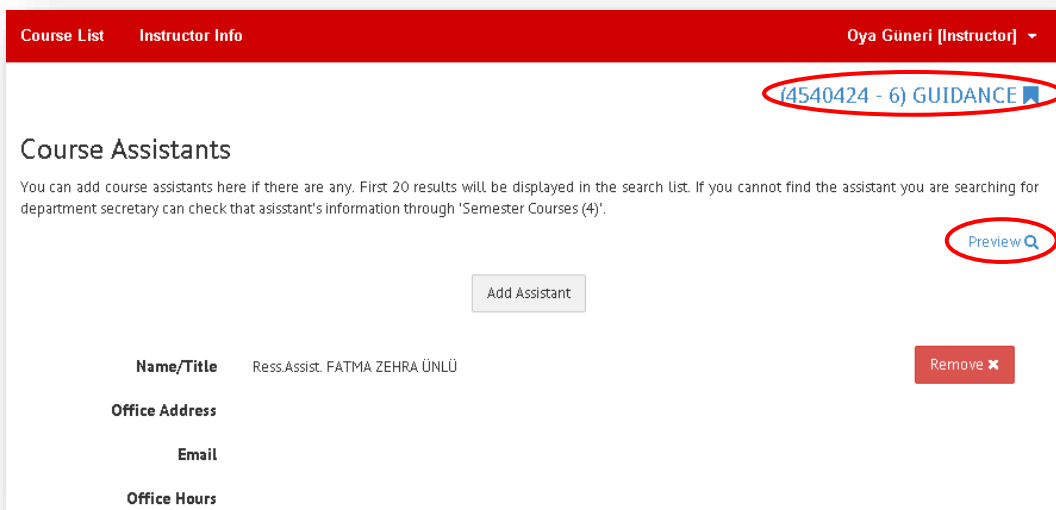


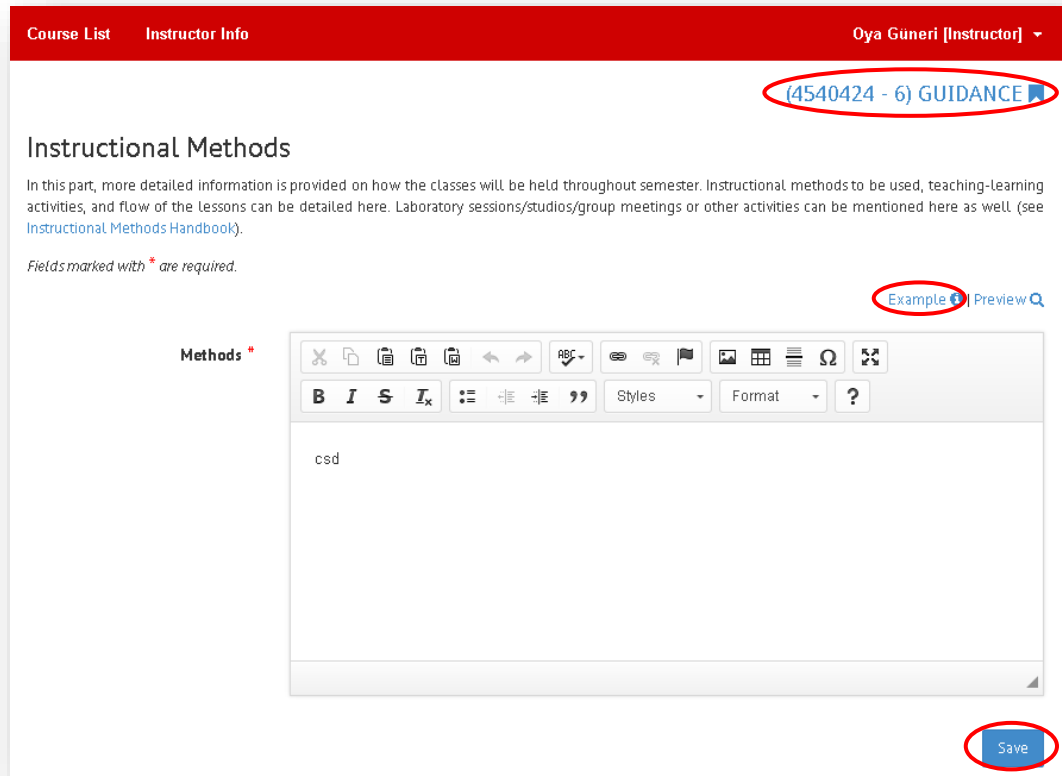
Figure 24



In Figure 24, you can see the sample view of the program after the course assistant is added to the course. It is possible to check the final outlook of information entry when clicked “**Preview**” button at the upper right corner. In addition to this, by clicking the course name “**(4250424) GUIDANCE**” on the upper right side (Figure 24), it is possible to turn back to the page (Figure 17) where all of the syllabus components are listed.

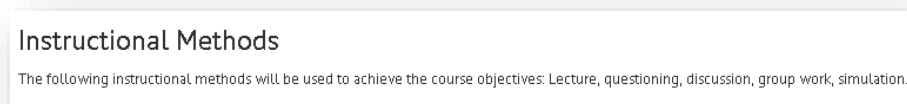
2.5.4. Instructional Methods

Figure 25



It is required to make text entry into the “Methods” part under the title of “Instructional Methods” as shown in Figure 25. After the entry, the information is saved by clicking the “**Save**” button at the lower-right corner. After this process is completed, there comes an “Instructional methods saved” sign at the top side of the screen. In addition to this, by clicking the course name “**(4250424) GUIDANCE**” on the upper right side (Figure 25), it is possible to turn back to the page (Figure 17) where all of the syllabus components are listed.

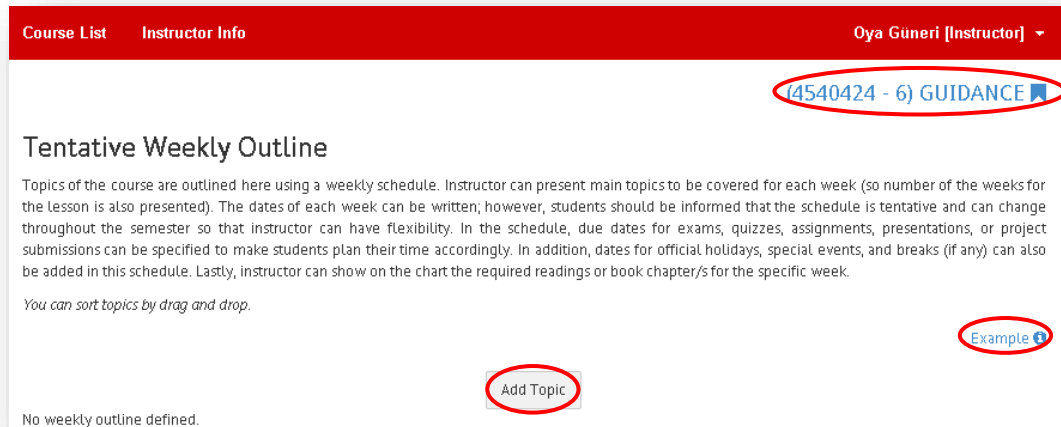
Figure 26



When clicking the “**Example**” button on the right in Figure 25, it is possible to access the sample visual of instructional methods (Figure 26).

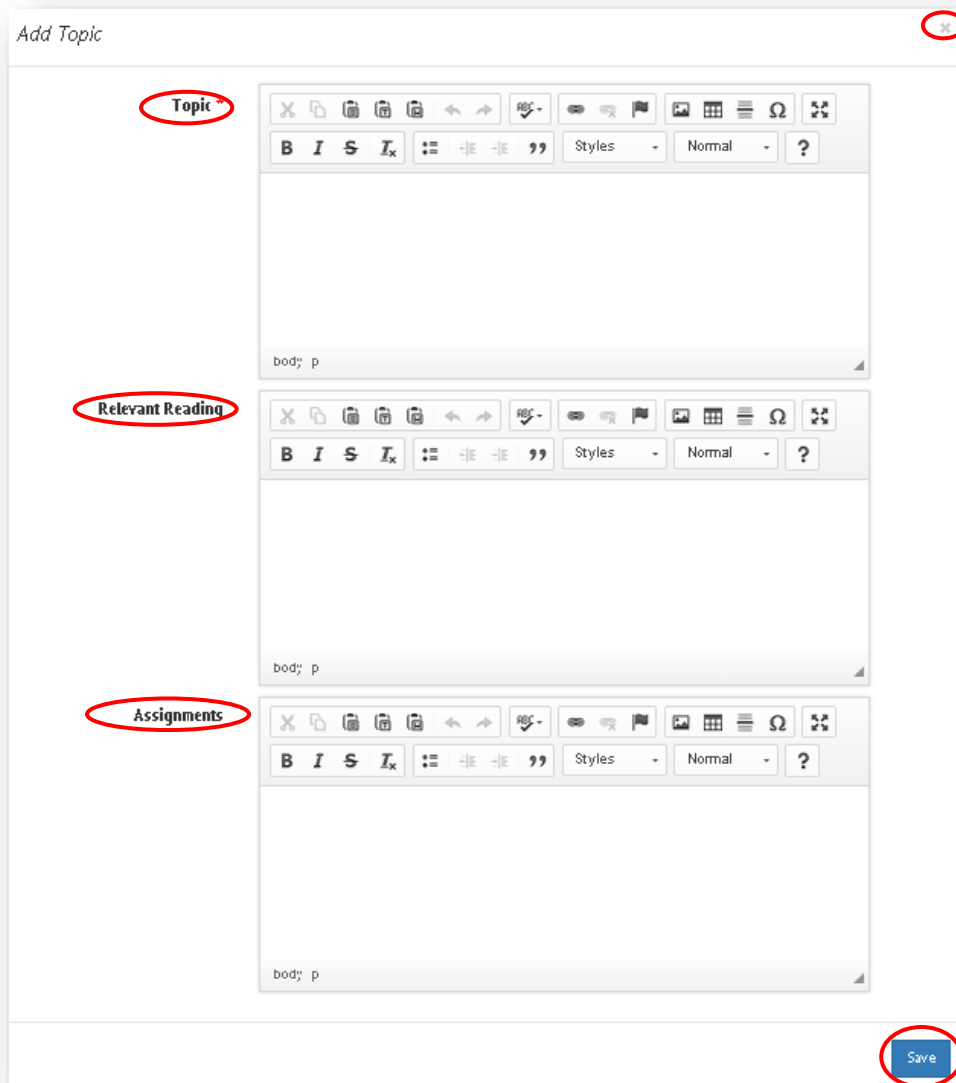
2.5.5. Tentative Weekly Outline

Figure 27



The format related to the required information under the title of “Tentative Weekly Outline” is seen in Figure 27. When clicked “Add Topic” in Figure 27, the visual shown in Figure 28 is seen.

Figure 28



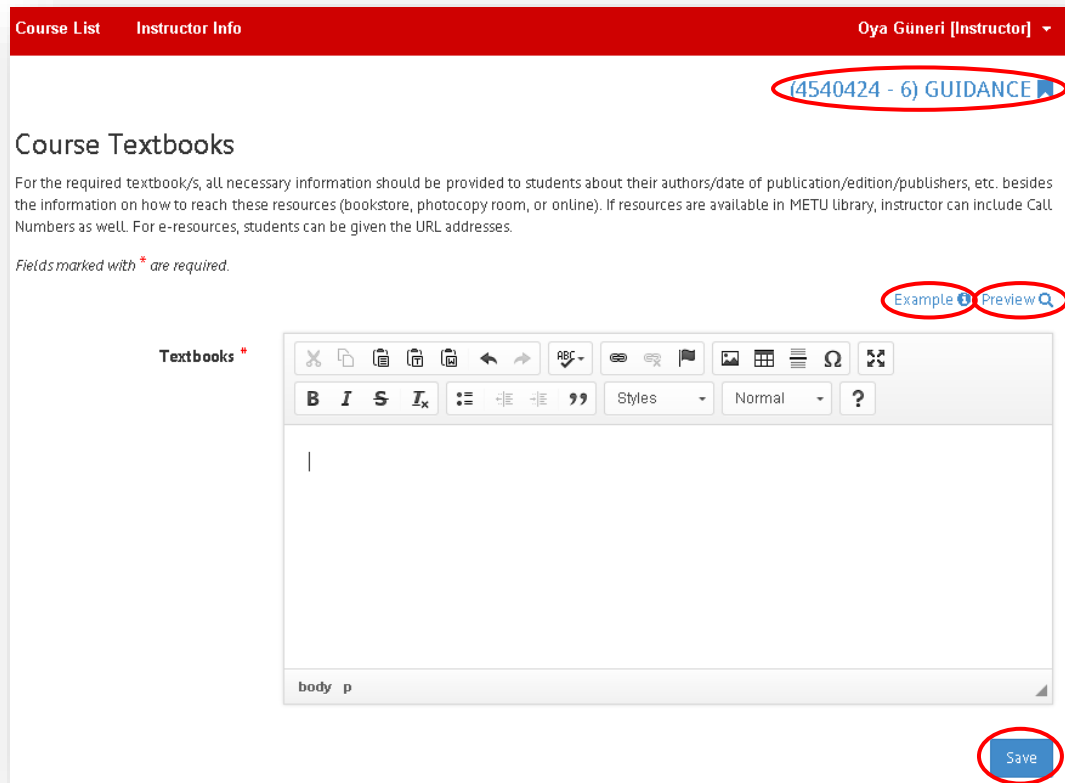
In this process, the required information is written as text and it is collected under three headings as **“Topic”**, **“Relevant Reading”** and **“Assignments”**. You, as an instructor, must save the information by clicking the **“Save”** button at the lower-right corner after the text entry. After this process is completed, it is possible to turn back to the screen shown in Figure 28 by clicking the **“X”** sign at the upper right corner. When clicking the **“Example”** button on the lower-right corner in Figure 27, the example in Figure 29 is seen. In addition, by clicking the course name **“(4250424) GUIDANCE”** on the upper right side (Figure 27), it is possible to turn back to the page (Figure 17) where all of the syllabus components are listed.

Figure 29

Week	Topic	Relevant Reading	Assignments
1	Introduction	-	-
2	Introduction to Statistics, Frequency distributions	Chapter 1 & 2	-
3	Central Tendency, Variability	Chp 3 & 4	Homework 1
4	z-scores, Probability and samples	Chp 5 & 6 & 7	Homework 2
5	Introduction to hypothesis testing, Single sample t statistics	Chp 8 & 9	Homework 3
6	Independent measures t, Repeated measures t	Chp 10 & 11	Homework 4
7	Independent measures t, Repeated measures t	Chp 10 & 11	Homework 5
8	In-class midterm exam	-	-
9	Introduction to analysis of variance	Chp 12	-
10	Two-factor analysis of variance	Chp 14	Homework 6
11	Two-factor analysis of variance	Chp 14	Homework 7
12	Repeated measures analysis of variance	Chp 13	Homework 8
13	Correlation	Chp 15	Homework 9
14	Chi-square statistics	Chp 17	Article Critique

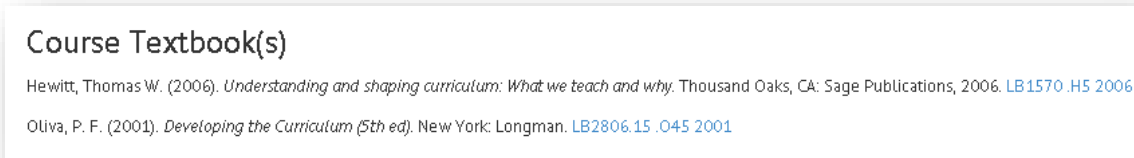
2.5.6. Course Textbooks

Figure 30



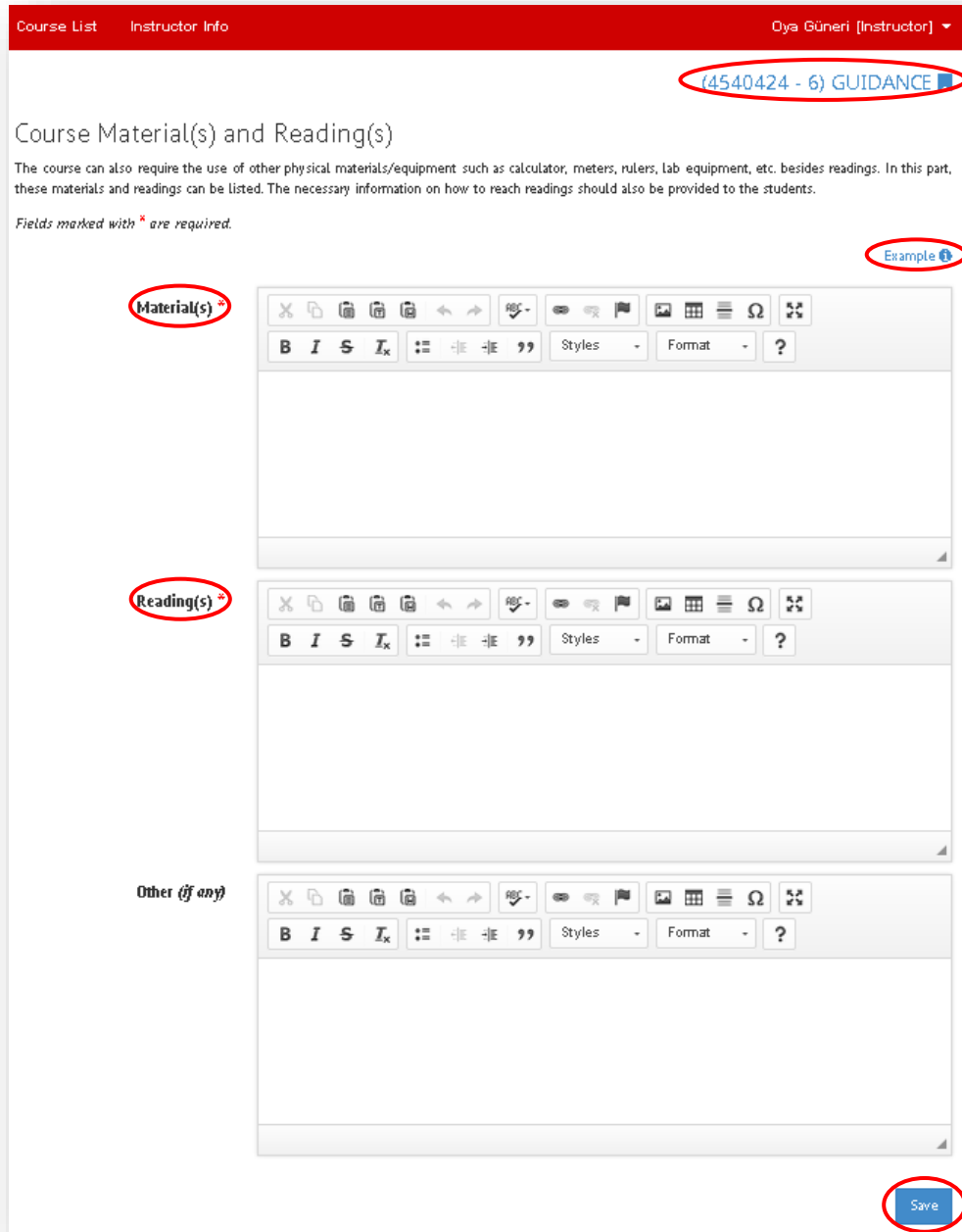
It is required to make a text entry into the “Textbook” part under the title of “Course Textbooks” as shown in Figure 30. After the entry, the information is saved by clicking the “Save” button at the lower-right corner. After this process is completed, there comes a “Course textbooks saved” sign at the top side of the screen. It is possible to check the final outlook of the information entry when clicking the “Preview” button at the upper right corner as shown in Figure 30. Besides, by clicking the “Example” button on the upper right side, it is possible to see the sample shown in Figure 31. In addition, by clicking the course name “(4250424) GUIDANCE” on the upper right side (Figure 30), it is possible to turn back to the page (Figure 17) where all of the syllabus components are listed.

Figure 31



2.5.7. Course Material(s) and Reading(s)

Figure 32



It is required to make text entries into the **“Materials”** and **“Readings”** headings under the title of **“Course Material(s) and Reading(s)”** as shown in Figure 32. After the entry, the information is saved by clicking the **“Save”** button at the lower-right corner. When this process is completed, there comes a **“Required materials and readings saved”** sign at the top side of the screen. Besides, by clicking the **“Example”** button on the upper right side, it is possible to see the sample of required information shown in Figure 33. In addition, by clicking the course name **“(4250424) GUIDANCE”** on the upper right side (Figure 32), it is possible to turn back to the page (Figure 17) where all of the syllabus components are listed.

Figure 33

Course Material(s) and Reading(s)

Material(s)

- Clickers
- Reflection Logs

Reading(s)

Çakıroğlu, E., Çakıroğlu, J. (2005) *Reflections on Teacher Education in Turkey*. European Journal of Teacher Education. Vol. 26, No.2, pp.253-264.

Gürşimşek, I., Kaptan, F., Erkan, S. (1997) *General View of Teacher Education Policies of Turkey*. Paper presented at the 49th. AACTE Annual Meeting, Phoenix, Arizona USA.

2.5.8. Supplementary Readings/Resources/E-Resources

Figure 34

Course List Instructor Info Oya Güneri [Instructor] ▾

(4540424 - 6) GUIDANCE ▾

Supplementary Readings / Resources / E-Resources

Instructor can also include here supplementary resources (books, articles, materials, and course notes) and useful e-resources in relation to the course.

Example Preview Q

Readings (if any)

X Copy Paste Undo Redo ABC- Bold Italic Underline Link Unlink Text Color Background Color Styles Format ?

a e e d a

Resources (if any)

X Copy Paste Undo Redo ABC- Bold Italic Underline Link Unlink Text Color Background Color Styles Format ?

a e e e

Other (if any)

X Copy Paste Undo Redo ABC- Bold Italic Underline Link Unlink Text Color Background Color Styles Format ?

a e e e

Save

You can make text entries into the **“Readings”** and **“Resources”** headings under the title of “Supplementary Readings/Resources/E-Resources” as shown in Figure 34. After the entry, the information is saved by clicking the **“Save”** button at the lower-right corner. When this process is completed, there comes a “Supplementary readings saved” sign at the top side of the screen. Besides, by clicking the **“Example”** button on the upper right side, it is possible to see a sample shown in Figure 35. In addition, by clicking the course name **“(4250424) GUIDANCE”** on the upper right side (Figure 34), it is possible to turn back to the page (Figure 17) where all of the syllabus components are listed.

Figure 35

Supplementary Readings / Resources / E-Resources

Readings

MacCallum, R.C., & Widaman, K.F. (1999). Sample size in factor analysis. *Psychological Methods*, 4(1), 84-99.

Mertler, C. A., & Vannatta, R. A. (2001). *Advanced and Multivariate Statistical Methods: Practical Application and Interpretation*. Pyrczak Publishing.

Taqq, J. (1997). *Multivariate Analysis Techniques in Social Science Research: From Problem to Analysis*. London: Sage.

Wilkinson, L. (1999). Statistical Methods in Psychology Journals Guidelines and Explanations. *American Psychologist*, 54, 594-604.

Resources

- Teacher competencies: <http://otmg.meb.gov.tr/Yayin.html>
- Educational Resources Information Center (ERIC): <http://www.eric.ed.gov>
- National Association for Beginning Teachers: <http://www.beginningteachers.org>
- What to expect your first year teaching: <http://ed.gov/pubs/firstyear/Mrethan.html>
- Teacher Magazine: <http://www.teachermagazine.org>

2.5.9. Assessment of Student Learning

Figure 36

Course List Instructor Info Oya Güneri [Instructor] ▾

(4540424 - 6) GUIDANCE

Assessment of Student Learning

Detailed description of exams, assignments, projects, group works, class attendance, and participation is presented in this part (see [Classroom Assessment Handbook](#)).

You can sort topics by drag and drop.

Example ⓘ

Add Assessment

No assessments defined.

The format related to the required information under the title of “Assessment of Student Learning” is seen in Figure 36. It is required to click *the “Add Assessment”* button in order to enter information into this title. After clicking “Add Assessment”, it is required to make text entries into titles called **“Assessment”** and **“Dates or deadlines”** on the opened screen shown in Figure 37. After the entry, the information is saved by clicking the **“Save”** button at the lower-right corner. After this process is completed, it is possible to turn back to the screen where the added assessments are seen as shown in Figure 37 by clicking the **“X”** sign at the upper right corner in Figure 37.

Figure 37

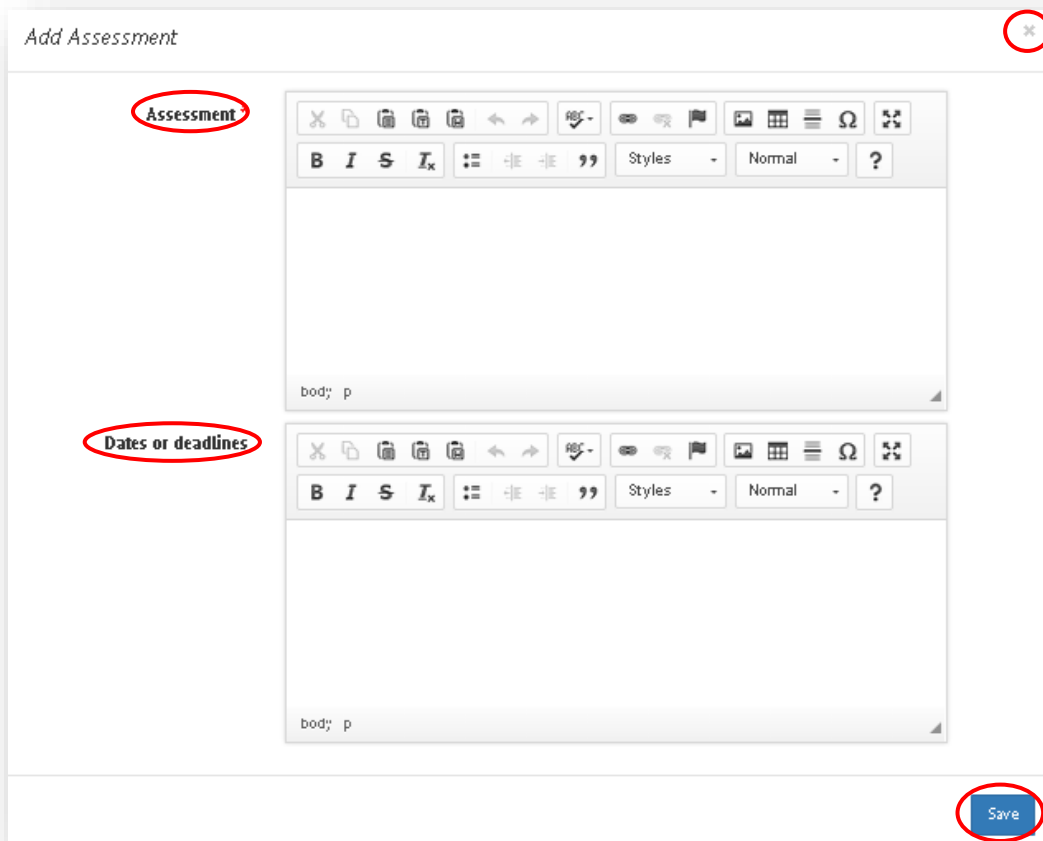
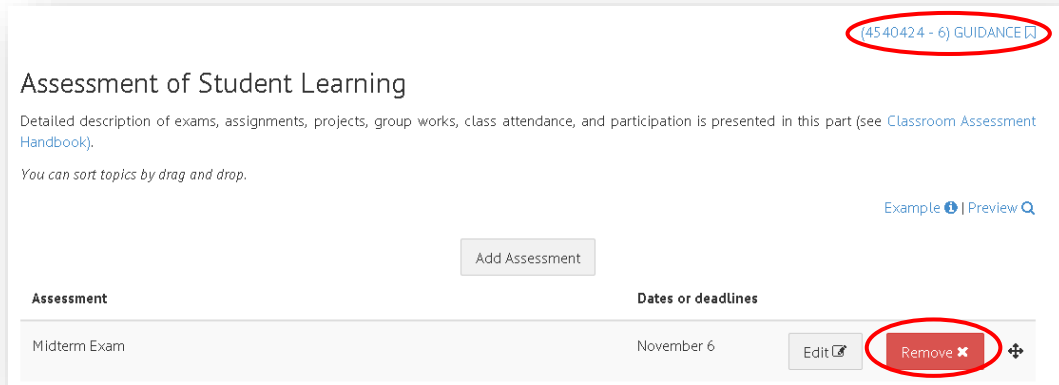


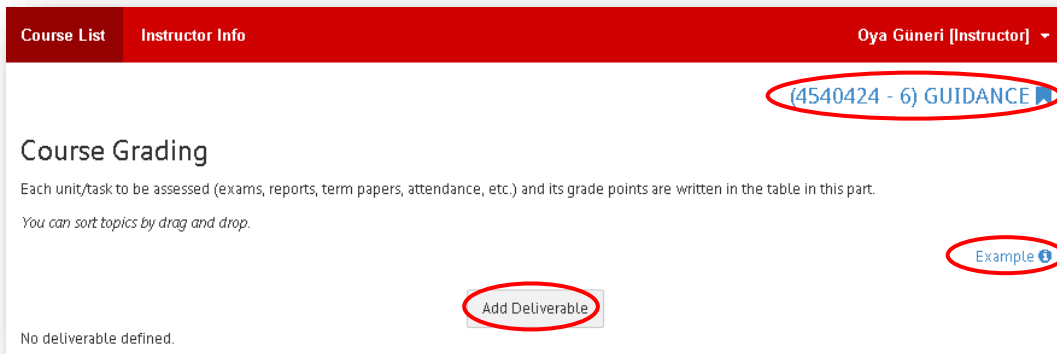
Figure 38



The assessment that you entered is seen on the table as shown in Figure 38. When you want to change the assessment or organize it again, it is possible to turn back to the assessment home page in Figure 36 by clicking the “**Edit**” button. When you want to remove the assessment completely, it is enough to click “**Remove**”. In addition, by clicking the course name “**(4250424) GUIDANCE**” on the upper right side (Figure 38), it is possible to turn back to the page (Figure 17) where all of the syllabus components are listed.

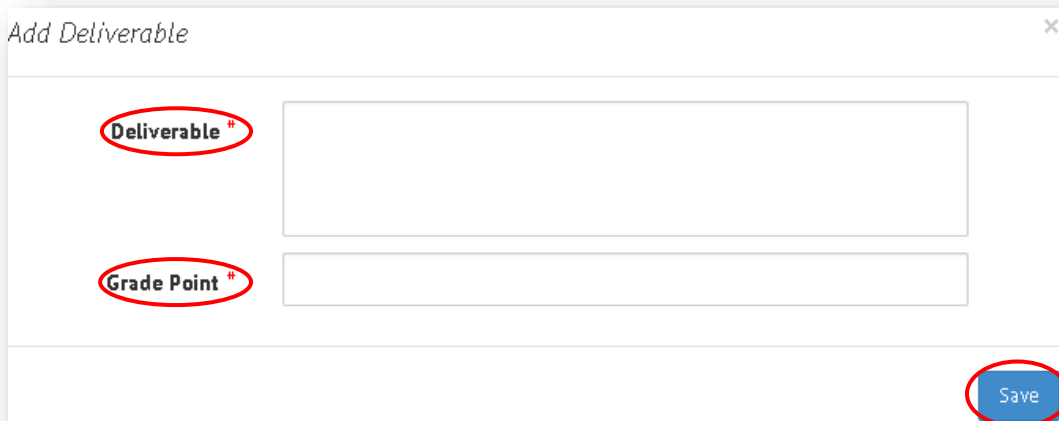
2.5.10. Course Grading

Figure 39



The format related to the required information under the title of “Course Grading” is seen in Figure 39. It is required to click the **“Add Deliverable”** button to enter information into this title. After clicking “Add Deliverable”, it is required to make a text entry (i.e., Assignment, Midterm, Final, Project Task, etc.) into the **“Deliverable”** heading and number entry (grading tasks as they equal to 100 points in total) into **“Grade Point”** heading on the screen (as shown in Figure 40). After the entry, the information is saved by clicking the **“Save”** button at the lower-right corner. After this process is completed, the course grading list can be seen on the screen.

Figure 40



When clicking the **“Example”** button on the upper right corner, it is possible to access the sample visual of “Course Grading” in Figure 41.

Figure 41

Deliverable	Grade Points
Assignment	20
Midterm Exam	20
Article Critique	15
Final Exam	45
Total	100

In addition, by clicking the course name “(4250424) GUIDANCE” on the upper right side (Figure 39), it is possible to turn back to the page (Figure 17) where all of the syllabus components are listed.

2.5.11. Course Policies



You can make text entries into the headings under the title of “Course Policies” as shown in Figure 42. After the entry, the information is saved by clicking the “Save” button at the lower-right corner. Besides, by clicking the “Example” button on the upper right side, it is possible to see a sample as shown in Figure 43. In addition, by clicking the course name “(4250424) GUIDANCE” on the upper right side (Figure 42), it is possible to turn back to the page (Figure 17) where all of the syllabus components are listed.

Figure 43

Course Policies

Class Attendance

You should attend all classes on a regular basis so that you can benefit from the course at maximum level. Attendance will be taken in each class. If you are not able to attend the class due to some important reasons, then inform me certainly before the class via e-mail. Do not forget to compensate for notes, assignments, or tasks. If you are ill, report it to me officially.

Class Participation

Active participation in class is strongly encouraged and you should keep in mind that the definition of participation includes relevant contributions to class discussion, and participation in-class activities (Source: <http://www.econ.boun.edu.tr/elgin/EC205/Syllabus.pdf>)

Late Submission of Assignments

Late assignments cannot be accepted without penalty. 20% per day late will be docked from late assignment submissions. Extensions without penalty will only be provided in the medical circumstances in case a medical note is provided within one week of the absence. Medical notes will not be accepted after the course has concluded. (Source: EDS 544 Theories of Instruction)

Make up for Exams and Assignments

Under no circumstances will a make-up exam be administered if a student misses a midterm. If a student misses a midterm exam due to an unanticipated and serious medical emergency or due to a death in the immediate family, then the missed midterm exam score will be imputed by using only the final exam score. The Department-wide method of imputation is simple. If the midterm exam was missed due to unanticipated and serious medical emergency or due to a death in the immediate family, and the final exam score turns out to be, for example, 80 out of 100, then the missed midterm grade will be recorded as 80 out of 100. This simple method of imputation, which does not adjust for potentially different difficulty across exams, will be used unless an instructor specifically states a different rule. If a student misses the final exam due to an unanticipated and serious medical emergency or due to a death in the immediate family, then that student will be required to take a makeup final exam administered by the Department at the officially announced day and time. It is the student's responsibility to contact the instructor (Source: <http://www.econ.ucla.edu/undergraduate/?p=commonsyllabus>).

There will be no make-ups for assignments in this course. However, I have adopted the policy, according to which I will drop the two lowest scores that you receive on those assignments. This gives you some insurance against being sick, having personal or technical difficulties that prevent you from completing any given assignment on the due date, or just having a bad or busy day. If for whatever reason it simply isn't feasible for you to complete one or two of the assignments on time, that's ok: You will still be able to earn a good grade for the course as a whole, provided such events are isolated and that you otherwise complete the assignments regularly (Source: <http://irelandp.com/ec132/syllabus.pdf>).

Final Exam Entrance Conditions

The students will not be able to take final exam and have NA grade under the following conditions:

- Students who do not attend 40% of the lessons
- Students who do not complete the half of the given assignments
- Students who do not take any of the examinations

Students having NA grade will not be able to take resit exams as well. Please carefully read the [undergraduate regulations](#) of the university.

Class and Laboratory Rules (Eating-Drinking, Use of Mobile Phones and Electronic Devices, Civility, etc.)

- Be on time and do not interrupt the session after the first 10 minutes. Wait for the next session to attend the class. Random arrivals and exits are disturbing.
- Do not come to class with food or beverages, however you can drink water.
- Show respect and courtesy for others and avoid any disruptive behaviors. Have rational and intellectual discussions with your friends. Students engaging in unacceptable behavior may be instructed to leave the classroom.
- Unless very necessary, turn off your mobile phones (or on vibrate or silent mode) or other electronic devices and hide them from view during the lesson hours.
- You can only bring and use your laptops for note-taking. Others activities such as surfing on the Net or chatting are not allowed.
- You have to accept the assistant of this course as the other instructor of this course and show respect.
- When you have any problems or questions in relation to the course, you can e-mail me or have an appointment to visit my office.

Laboratory Safety Procedures

This part is valid for Laboratory Lessons.

2.5.12. Information for Students with Disabilities

Figure 44

Information for Students with Disabilities

To obtain disability related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the ODTÜ Disability Support Office as soon as possible. If you need any accommodation for this course because of your disabling condition, please contact me. For detailed information, please visit the website of Disability Support Office: <http://engelsiz.metu.edu.tr/>

The information shown in Figure 44 is suggested to be included in the syllabus by ODTÜ Disability Support Office and therefore it automatically appears in all syllabi.

2.5.13. Academic Honesty

Figure 45

The screenshot shows the syllabus editor interface. At the top, there is a red navigation bar with 'Course List' and 'Instructor Info' on the left, and 'Oya Güneri [Instructor]' on the right. Below the navigation bar, the course name '(4540424 - 6) GUIDANCE' is displayed in a blue box. The main content area is titled 'Academic Honesty' and contains the following text:

The honour code of the university will be stated statically in all syllabus pages. Sometimes students are not informed beforehand about what academic integrity is or they do not take any course on academic writing and ethical rules. In such contexts, instructors can provide students with extra information on plagiarism and certain referencing rules besides punishments in case of violation. For more information, see [http://fbe.metu.edu.edu.tr/plagiarism](http://fbe.metu.edu.tr/plagiarism).

The METU Honour Code is as follows: "Every member of METU community adopts the following honour code as one of the core principles of academic life and strives to develop an academic environment where continuous adherence to this code is promoted. The members of the METU community are reliable, responsible and honourable people who embrace only the success and recognition they deserve, and act with integrity in their use, evaluation and presentation of facts, data and documents."

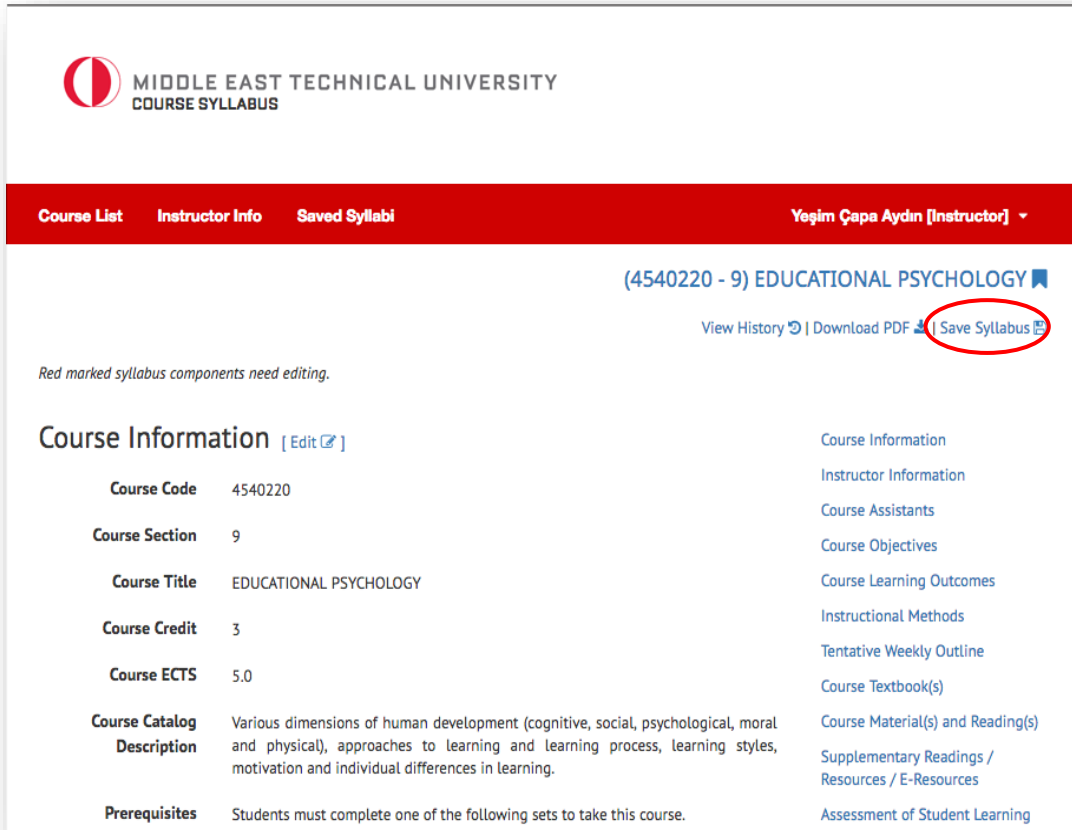
Below the text, there is a text entry field with a red circle around the word 'Honesty'. To the right of the text entry field is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. At the bottom right of the text entry field, there is a blue 'Save' button with a red circle around it.

The information presented under the title of "Academic Honesty" is seen in Figure 45. The METU Honour Code shown in Figure 45 appears automatically in all syllabi. If you want to give extra information about academic honesty, you can make a text entry into the "Honesty" title and click "Save". In addition, by clicking the course name "(4250424) GUIDANCE" on the upper right side (Figure 45), it is possible to turn back to the page (Figure 17) where all of the syllabus components are listed.

2.5.14. Saving and Exporting Your Syllabus

You can save any of your syllabi and export them to use later. Firstly, you need to click **“Save Syllabus”** on the upper right side of the screen (Figure 46).

Figure 46



Then, the list of components that you want to save will appear on the screen (Figure 47). Here, you can select the components you want to save and click the **“Save”** button (Figure 48).

Figure 47

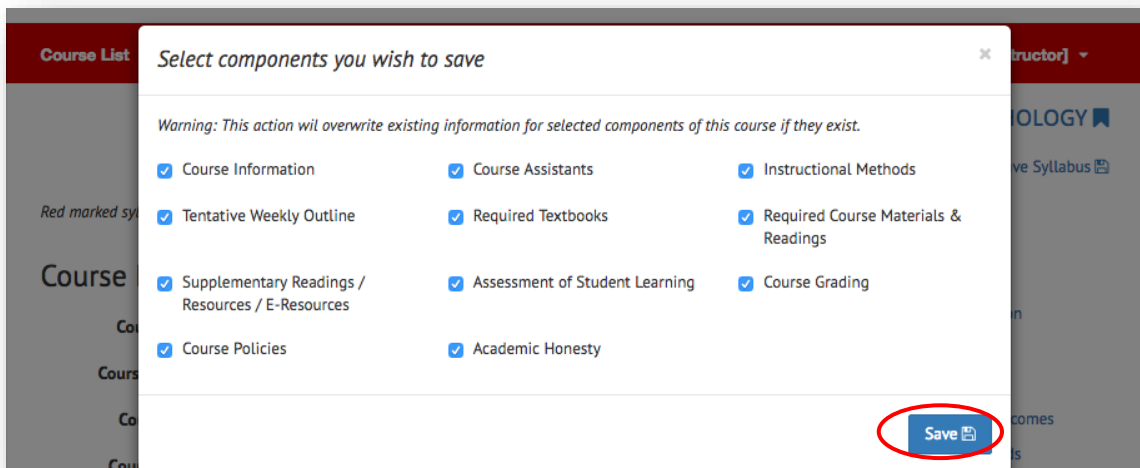
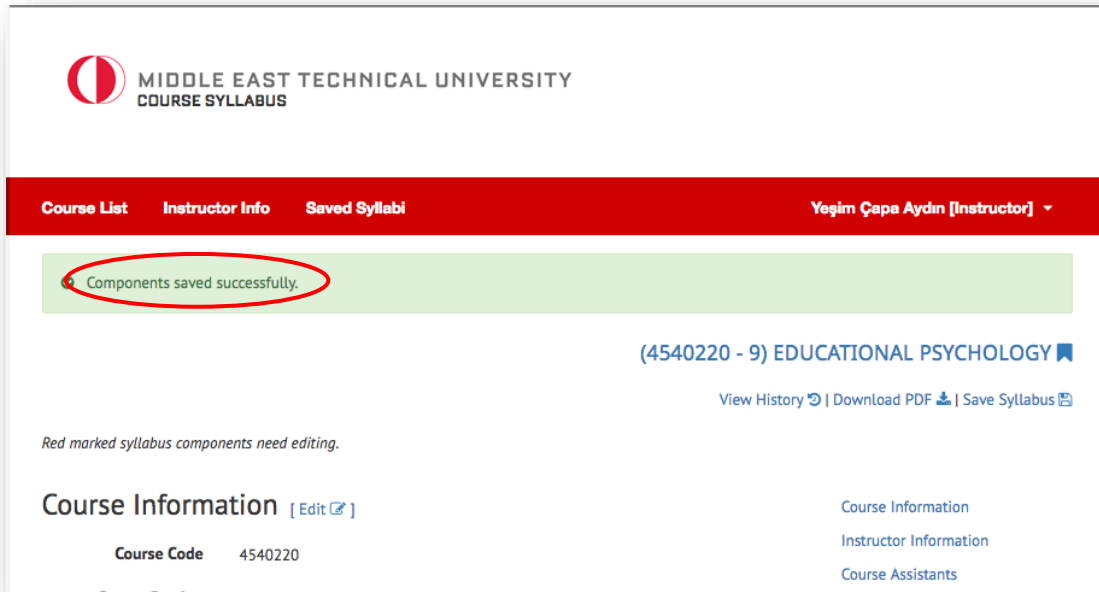
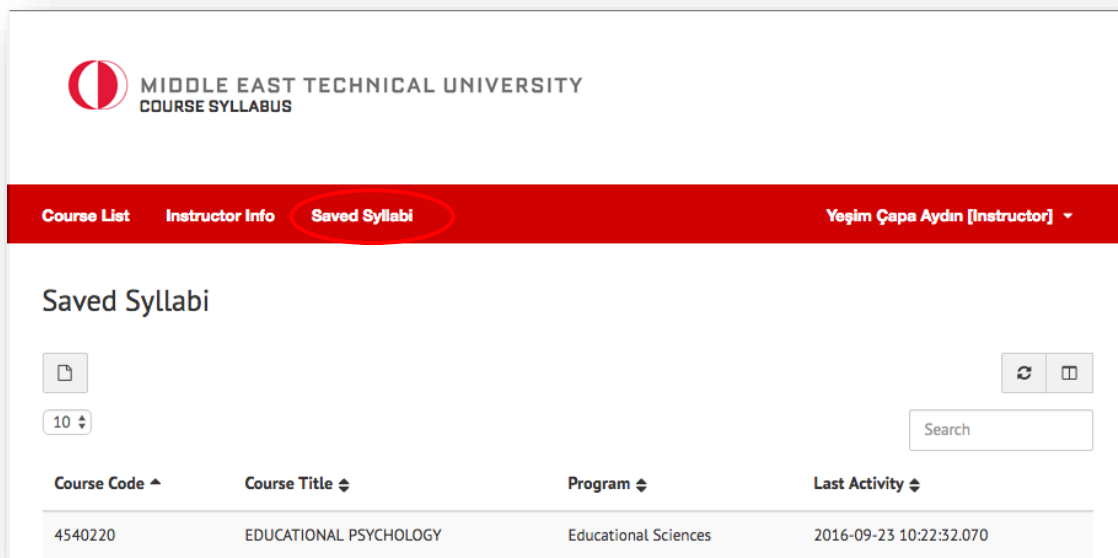


Figure 48



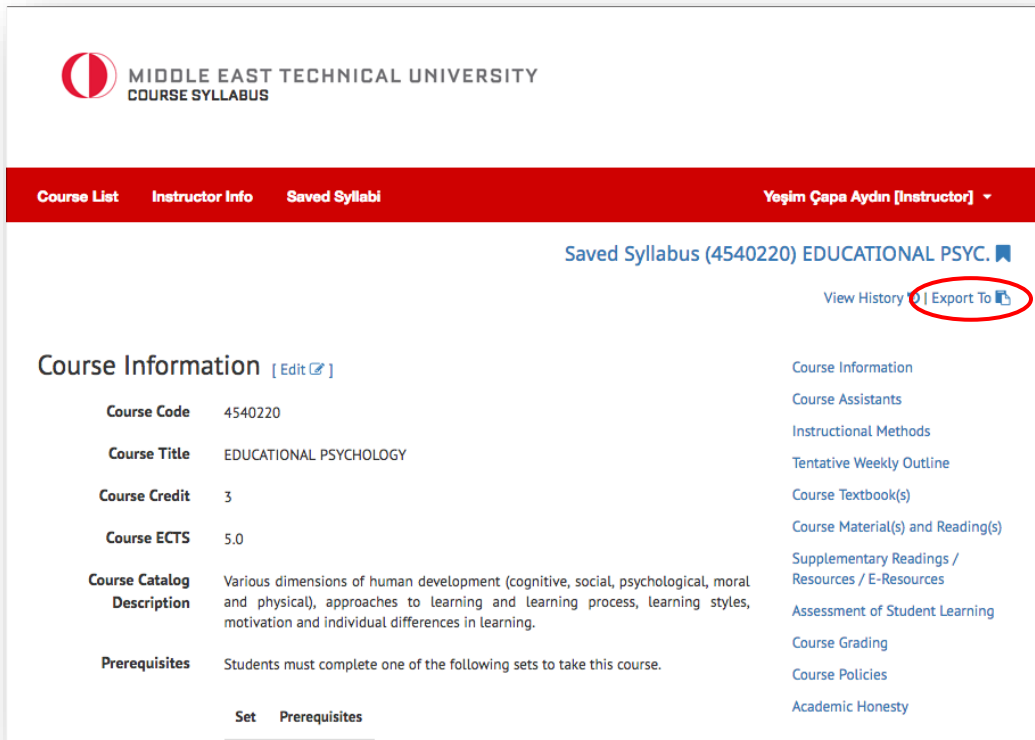
You can view your “**Saved Syllabi**” with the date of the last changes you made (Figure 49).

Figure 49



When you click/select any of your saved syllabi, you can export it to the course you select from the course list in the current semester. Firstly, you need to click the “Export to” button on the upper right side of the screen (Figure 50).

Figure 50



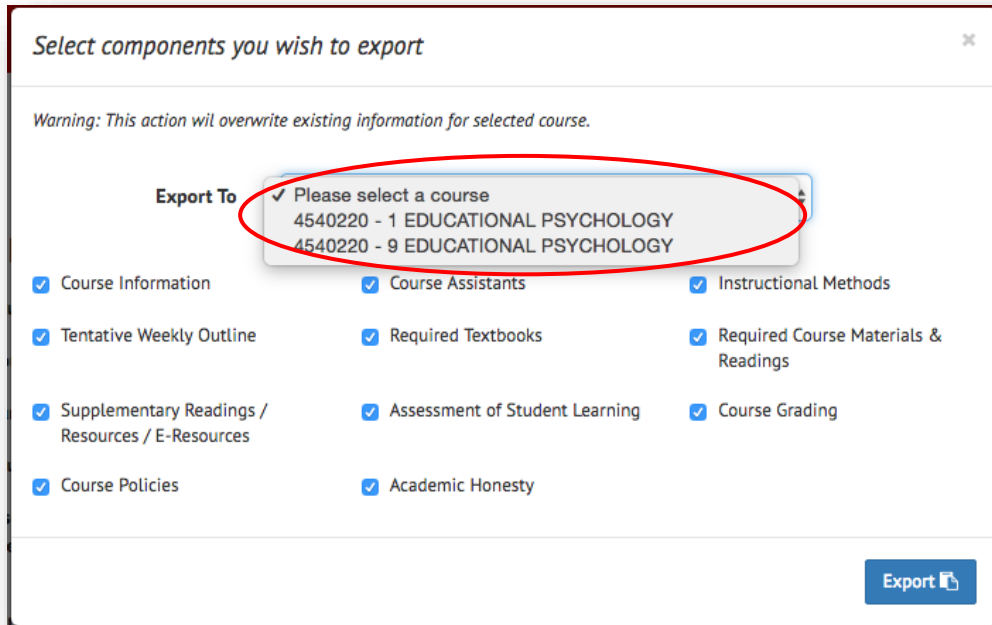
The screenshot displays the ODTÜSYLLABUS interface for Middle East Technical University. At the top, there is a red navigation bar with tabs for 'Course List', 'Instructor Info', and 'Saved Syllabi'. The current user is identified as 'Yeşim Çapa Aydın [Instructor]'. The main content area shows 'Saved Syllabus (4540220) EDUCATIONAL PSYC.' with a bookmark icon. Below this, there are two buttons: 'View History' and 'Export To', with the latter being circled in red. The 'Course Information' section is visible, including details like Course Code (4540220), Course Title (EDUCATIONAL PSYCHOLOGY), Course Credit (3), and Course ECTS (5.0). A list of course-related links is provided on the right side of the page.

Set	Prerequisites

- Course Information
- Course Assistants
- Instructional Methods
- Tentative Weekly Outline
- Course Textbook(s)
- Course Material(s) and Reading(s)
- Supplementary Readings / Resources / E-Resources
- Assessment of Student Learning
- Course Grading
- Course Policies
- Academic Honesty

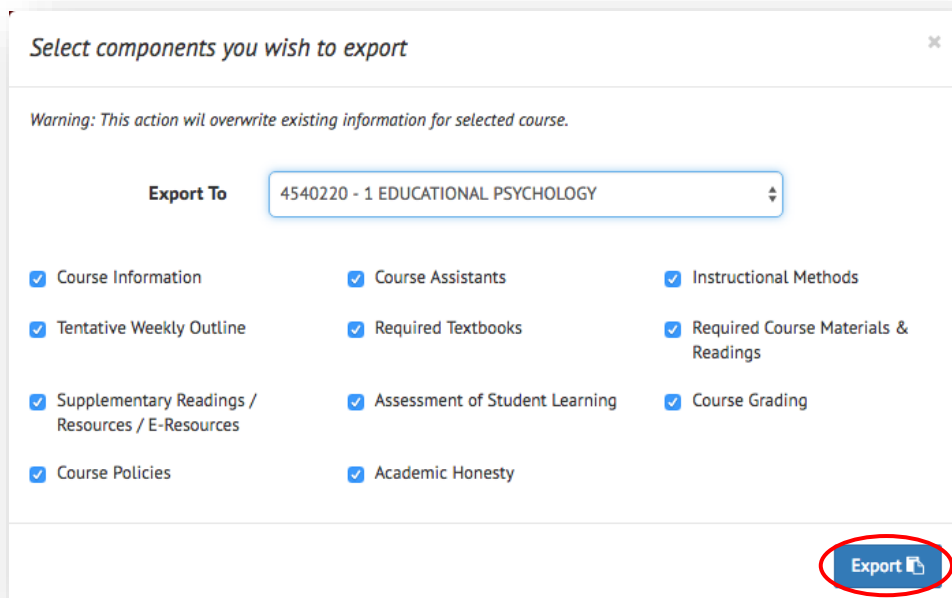
Here, you should again select the components you would like to export besides the course/course section you want to export the saved syllabus components to (Figure 51 and Figure 52).

Figure 51



Now, you can click the “**Export**” button to export the syllabus components or the whole syllabus (Figure 52). Please note that this action will overwrite existing information.

Figure 52



Then, you should have a message stating that “components exported successfully” (Figure 53).

Figure 53

