



ORTA DOĞU TEKNİK ÜNİVERSİTESİ  
MIDDLE EAST TECHNICAL UNIVERSITY

# ODTÜSYLLABUS PROGRAM USER GUIDE FOR DEPARTMENT CHAIR TO COMPLETE “PROGRAM OUTCOME MATRIX” FOR NON- DEPARTMENTAL MUST COURSES IN UNDERGRADUATE PROGRAMS<sup>©</sup>

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As a department chair, you can evaluate the Program Outcome Matrix tables for the department’s must courses taken from other departments by signing in the prepared ODTÜSyllabus program via department user-id and password. In order to sign in:

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

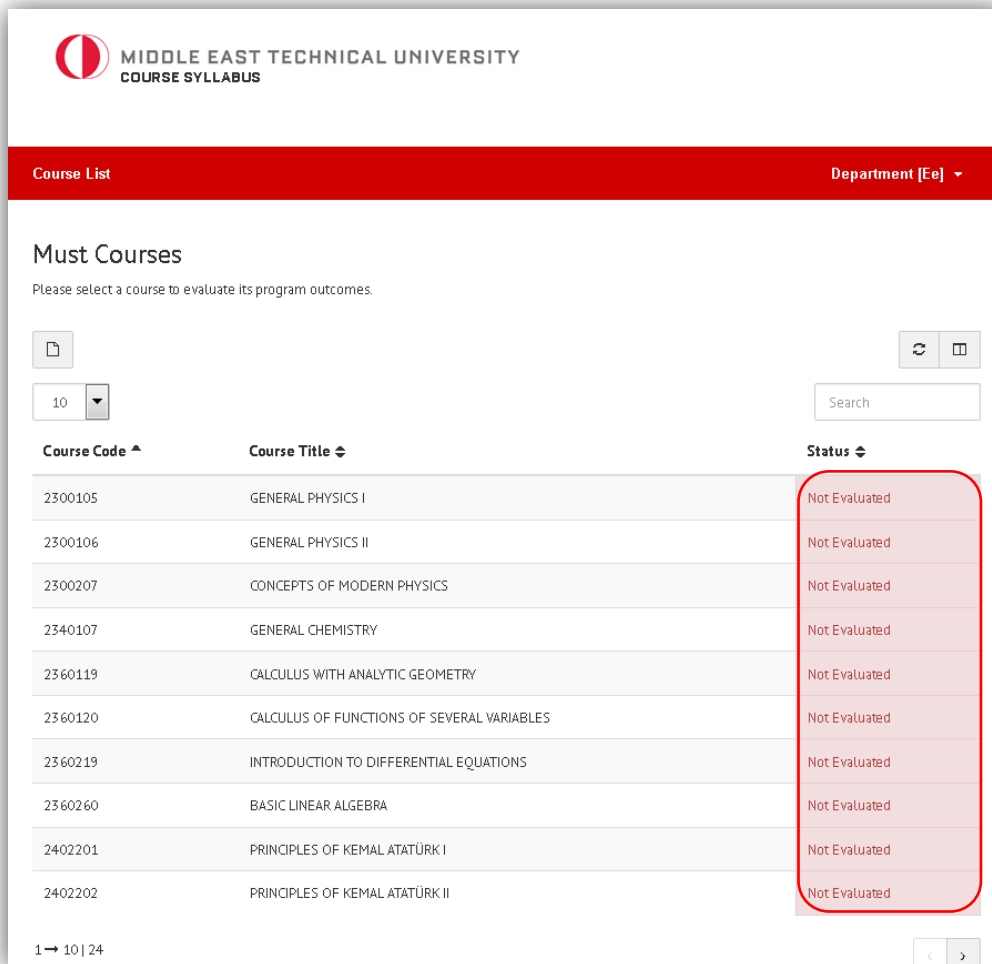
Figure 1



The image shows a sign-in form with a red header bar containing a "Sign in" button with a dropdown arrow. Below the header are two input fields: "Username" and "Password". At the bottom of the form is a "Sign in" button with a right-pointing arrow, which is circled in red.

Here, on the page, you can view the titles of must courses taken from other courses. If you have not evaluated the program outcome matrix for a course yet, then you will see the statement “not evaluated” across the course title.

Figure 2



The screenshot shows the ODTÜSyllabus program interface. At the top left is the Middle East Technical University logo and the text "MIDDLE EAST TECHNICAL UNIVERSITY COURSE SYLLABUS". Below this is a red header bar with "Course List" on the left and "Department [Ee]" with a dropdown arrow on the right. The main content area is titled "Must Courses" and includes a sub-header "Please select a course to evaluate its program outcomes." There are several controls: a list icon, a refresh icon, a print icon, a dropdown menu set to "10", and a search box. Below these is a table with three columns: "Course Code", "Course Title", and "Status". The table lists ten courses, all of which have a "Not Evaluated" status. The "Status" column is highlighted with a red rounded rectangle. At the bottom left, there is a pagination control "1 → 10 | 24" and at the bottom right, there are navigation arrows.

Course Code	Course Title	Status
2300105	GENERAL PHYSICS I	Not Evaluated
2300106	GENERAL PHYSICS II	Not Evaluated
2300207	CONCEPTS OF MODERN PHYSICS	Not Evaluated
2340107	GENERAL CHEMISTRY	Not Evaluated
2360119	CALCULUS WITH ANALYTIC GEOMETRY	Not Evaluated
2360120	CALCULUS OF FUNCTIONS OF SEVERAL VARIABLES	Not Evaluated
2360219	INTRODUCTION TO DIFFERENTIAL EQUATIONS	Not Evaluated
2360260	BASIC LINEAR ALGEBRA	Not Evaluated
2402201	PRINCIPLES OF KEMAL ATATÜRK I	Not Evaluated
2402202	PRINCIPLES OF KEMAL ATATÜRK II	Not Evaluated

When you click any of the courses in *Figure 2*, the program outcomes are listed on the screen with a rating scale (from 0 to 3) for each of the outcomes. You can also view the objectives of that specific course by clicking the “Course Objectives” on the right-top corner of the page (*Figure 3*). If “course objectives” cannot be viewed, it indicates that course objectives have not been entered yet by the Coordinator of the course.

Figure 3

Course List Department [Ee] ▾

(2300106) GENERAL PHYSICS II

### 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 Course Objectives

Undergraduate

Program Outcomes	Level of Contribution
1 Foundations: understanding of and ability to apply fundamental science and engineering of permanent value (ABET Criteria 3a, 3b, 3e and 3i)	0 1 2 3
2 Breadth: familiarity with the diverse areas of Electrical and Electronics Engineering (ABET Criteria 3a, 3b)	0 1 2 3
3 Depth: ability to apply in depth knowledge of one or more specializations within the diverse fields of Electrical and Electronics Engineering (ABET Criteria 3a, 3b, 3c, 3e)	0 1 2 3
4 Design: ability to participate in creative, synthetic, integrative activities of EE design (ABET Criteria 3c and 3e)	0 1 2 3
5 Life-long learning: desire and ability to keep learning throughout life (ABET Criteria 3i)	0 1 2 3
6 Communication skills: ability to express ideas persuasively, in written and oral form (ABET Criteria 3g)	0 1 2 3
7 Social skills: ability to work with others, in professional and social settings (ABET Criteria 3d)	0 1 2 3
8 Global view: appreciation of diversity in the world and in intellectual areas (ABET Criteria 3h and 3j)	0 1 2 3
9 Professional ethics: ability to recognize and appreciate importance of ethical standards in professional work (ABET criteria 3f)	0 1 2 3

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

Save

In this part, you can evaluate the relationship between the course objectives and program outcomes on the matrix by considering the level of contribution of the course objectives for each program outcome (see [Program Outcomes Handbook](#) and [Course Objectives Handbook](#)). After rating all of the outcomes, you need to save your evaluation by clicking the “save” button on the right-bottom corner of the page (see *Figure 4*). Clicking the “Preview” button, you can also possible preview your evaluation of the program outcome matrix as seen in *Figure 5*.

Figure 4

(2300106) GENERAL PHYSICS II

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 Course Objectives](#)

Undergraduate

Program Outcomes	Level of Contribution			
	0	1	2	3
1 Foundations: understanding of and ability to apply fundamental science and engineering of permanent value (ABET Criteria 3a, 3b, 3e and 3k)	0	1	2	3
2 Breadth: familiarity with the diverse areas of Electrical and Electronics Engineering (ABET Criteria 3a, 3b)	0	1	2	3
3 Depth: ability to apply in depth knowledge of one or more specializations within the diverse fields of Electrical and Electronics Engineering (ABET Criteria 3a, 3b, 3c, 3e)	0	1	2	3
4 Design: ability to participate in creative, synthetic, integrative activities of EE design (ABET Criteria 3c and 3e)	0	1	2	3
5 Life-long learning: desire and ability to keep Learning throughout life (ABET Criteria 3i)	0	1	2	3
6 Communication skills: ability to express ideas persuasively, in written and oral form (ABET Criteria 3g)	0	1	2	3
7 Social skills: ability to work with others, in professional and social settings (ABET Criteria 3d)	0	1	2	3
8 Global view: appreciation of diversity in the world and in intellectual areas (ABET Criteria 3h and 3j)	0	1	2	3
9 Professional ethics: ability to recognize and appreciate importance of ethical standards in professional work (ABET criteria 3f)	0	1	2	3

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

**Save**

Figure 5

Program Outcomes Matrix

Undergraduate

Program Outcomes	Level of Contribution			
	0	1	2	3
1 Foundations: understanding of and ability to apply fundamental science and engineering of permanent value (ABET Criteria 3a, 3b, 3e and 3k)				X
2 Breadth: familiarity with the diverse areas of Electrical and Electronics Engineering (ABET Criteria 3a, 3b)			X	
3 Depth: ability to apply in depth knowledge of one or more specializations within the diverse fields of Electrical and Electronics Engineering (ABET Criteria 3a, 3b, 3c, 3e)		X		
4 Design: ability to participate in creative, synthetic, integrative activities of EE design (ABET Criteria 3c and 3e)			X	
5 Life-long learning: desire and ability to keep learning throughout life (ABET Criteria 3i)				X
6 Communication skills: ability to express ideas persuasively, in written and oral form (ABET Criteria 3g)				X
7 Social skills: ability to work with others, in professional and social settings (ABET Criteria 3d)			X	
8 Global view: appreciation of diversity in the world and in intellectual areas (ABET Criteria 3h and 3j)		X		
9 Professional ethics: ability to recognize and appreciate importance of ethical standards in professional work (ABET criteria 3f)				X

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

As a department chair, you need to follow the same procedure for all must courses taken from other departments. When you evaluate a course using the matrix, then the “not evaluated” statement across the course title will turn to “evaluated” (Figure 6).

Figure 6

Course List Department [Ee] ▾

Must Courses

Please select a course to evaluate its program outcomes.

10 ▾

Course Code ▲	Course Title ▾	Status ▾
2300105	GENERAL PHYSICS I	Evaluated
2300106	GENERAL PHYSICS II	Not Evaluated
2300207	CONCEPTS OF MODERN PHYSICS	Not Evaluated
2340107	GENERAL CHEMISTRY	Not Evaluated
2360119	CALCULUS WITH ANALYTIC GEOMETRY	Not Evaluated
2360120	CALCULUS OF FUNCTIONS OF SEVERAL VARIABLES	Not Evaluated
2360219	INTRODUCTION TO DIFFERENTIAL EQUATIONS	Not Evaluated
2360260	BASIC LINEAR ALGEBRA	Not Evaluated
2402201	PRINCIPLES OF KEMAL ATATÜRK I	Not Evaluated
2402202	PRINCIPLES OF KEMAL ATATÜRK II	Not Evaluated

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It is also possible to save all your evaluation on an excel sheet to your computer by clicking the button as shown in Figure 7.

Course List Department [Ee]

### Must Courses

Please select a course to evaluate its program outcomes.

10 Search

Course Code ^	Course Title ⇅	Status ⇅
2300105	GENERAL PHYSICS I	Evaluated
2300106	GENERAL PHYSICS II	Not Evaluated
2300207	CONCEPTS OF MODERN PHYSICS	Not Evaluated
2340107	GENERAL CHEMISTRY	Not Evaluated
2360119	CALCULUS WITH ANALYTIC GEOMETRY	Not Evaluated
2360120	CALCULUS OF FUNCTIONS OF SEVERAL VARIABLES	Not Evaluated
2360219	INTRODUCTION TO DIFFERENTIAL EQUATIONS	Not Evaluated
2360260	BASIC LINEAR ALGEBRA	Not Evaluated
2402201	PRINCIPLES OF KEMAL ATATÜRK I	Not Evaluated
2402202	PRINCIPLES OF KEMAL ATATÜRK II	Not Evaluated

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You can also list courses to evaluate by course code, course title, or status (evaluated and not evaluated) as shown in Figure 8 below.

Course List Department [Ee]

### Must Courses

Please select a course to evaluate its program outcomes.

10

Course Code  
 Course Title  
 Status

Course Code ^	Course Title ⇅	Status ⇅
2300105	GENERAL PHYSICS I	Evaluated
2300106	GENERAL PHYSICS II	Not Evaluated
2300207	CONCEPTS OF MODERN PHYSICS	Not Evaluated
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2360120	CALCULUS OF FUNCTIONS OF SEVERAL VARIABLES	Not Evaluated
2360219	INTRODUCTION TO DIFFERENTIAL EQUATIONS	Not Evaluated
2360260	BASIC LINEAR ALGEBRA	Not Evaluated
2402201	PRINCIPLES OF KEMAL ATATÜRK I	Not Evaluated
2402202	PRINCIPLES OF KEMAL ATATÜRK II	Not Evaluated

1 → 10 | 24