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| Description: logo | **ÇANKAYA UNIVERSITY****Graduate School of Social Sciences****Course Definition Form** |

This form should be used for either an elective or a compulsory course being proposed and for a curriculum development process for a graduate curriculum at Graduate School of Social Sciences in Çankaya University. Please fill in the form in the computer completely and submit **3 print-outs** carrying the approval of the Department Chair to the Graduate Director's Office. Upon receipt of *three copies*, the print-out will be forwarded to the Institute Board for approval. Incomplete forms will be returned to the Department. The approved form is finally sent to the Rector’s office for approval by the Senate.

 **PART I. Basic Course Information**

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| **Department and Program Name:** |  | **Dept. Numeric Code** |

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| **Course Code:** |

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 | **Number of Weekly Lecture Hours** |

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 | **Number of Weekly Lab/Tutorial Hours** |

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 | **Number of Credit Hours** |

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| **Course Web Site:** | http:// xxx.cankaya.edu.tr | **ECTS Credit** |

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| **Course Name***This information will appear in the printed catalogs and on the web online catalog.* |
| **English Name:** |  |
| **Turkish Name:** |  |

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| **Course Description** *Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog.* *Maximum 60 words.* |
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| **Prerequisites:** (if any)*Give course codes and check all that are applicable.* | **1st**

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| [ ]  Consent of the Instructor | [ ]  Senior Standing | [ ]  Give others, if any.  |
| **Co-requisites**:(if any) | **1st**

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 | **2nd**

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 | **3rd**

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 | 4th

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| **Course Type**: *Check all that are applicable* | [ ]  Must course for dept. [ ]  Must course for other dept.(s) [ ]  Elective course for dept. [ ]  Elective course for other dept.(s) |

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| **Course Classification***Give the appropriate percentage for each category.* |
| **Category:** |  |  |  |  |  |
| **Percentage:** |  |  |  |  |  |

**PART II. Detailed Course Information**

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| **Course Objectives** *Maximum 100 words.* |
| To: |

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| **Learning Outcomes** *Explain the learning outcomes of the course. Maximum 10 items.* |
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| **Textbook**(s) *List the textbook(s), if any, and other related main course material.* |
| **Author(s)** | **Title** | **Publisher** | **Publication Year** | **ISBN** |
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| **Reference Book**s *List, if any,other reference books to be used as supplementary material.* |
| **Author(s)** | **Title** | **Publisher** | **Publication Year** | **ISBN** |
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| **Teaching Policy** *Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)* |
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| **Laboratory/Studio Work** *Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work and list the names of the laboratories/studios in which these sessions will be conducted.* |
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| **Computer Usage** *Briefly describe the computer usage and the hardware/software requirements for the course.* |
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| **Course Outline** *List the weekly topics to be covered.*  |
| **Week** | **Topic(s)** |
| 1 |  |
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| **Grading Policy** ***List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.*** |
| **Assessment Tool** | **Quantity** | **Percentage** | **Assessment Tool** | **Quantity** | **Percentage** | **Assessment Tool** | **Quantity** | **Percentage** |
| **Homework** |  |  | **Case Study** |  |  | **Attendance** |  |  |
| **Quiz(es)** |  |  | **Lab Work** |  |  | **Field Study** |  |  |
| **Midterm Exam** |  |  | **Classroom Participation** |  |  | **Project** |  |  |
| **Term Paper** |  |  | **Oral Presentation** |  |  | **Final Exam** |  |  |

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| **ECTS Workload***List all the activities considered under the ECTS.* |
| **Activity** | **Quantity** | **Duration****(hours)** | **Total Workload****(hours)** |
| Attending Lectures (*weekly basis*) |  |  | 0 |
| Attending Labs/Recitations (*weekly basis*) |  |  | 0 |
| Compilation and finalization of course/lecture notes (*weekly basis*) |  |  | 0 |
| Collection and selection of relevant material (*once*) |  |  | 0 |
| Self study of relevant material (*weekly basis*) |  |  | 0 |
| Take-home assignments |  |  | 0 |
| Preparation for quizzes |  |  | 0 |
| Preparation for mid-term exams (*including the duration of the exams*) |  |  | 0 |
| Preparation of term paper/case-study report (*including oral presentation*) |  |  | 0 |
| Preparation of term project/field study report (*including oral presentation*) |  |  | 0 |
| Preparation for final exam (*including the duration of the exam*) |  |  | 0 |
| **TOTAL WORKLOAD / 25** | 0,0 |
| **ECTS Credit** | **7,5** |

*Total Workloads are calculated automatically by formulas. To update all the formulas in the document first press CTRL+A and then press F9.*

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| **Program Qualifications vs. Learning Outcomes:** *Consider the program qualifications below as determined in terms of learning outcomes and acquisition of capabilities for all the courses in the curriculum. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right.* |
| **No** | **Program Qualifications** | **Contribution** |
| **0** | **1** | **2** | **3** | **4** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
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 Scale for contribution to a qualification: **0**-none, **1**-little, **2**-moderate, **3**-considerable, **4**-highest

**PART III. New Course Proposal Information**

*State only if it is a new course*

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| Is the new course **replacing** a former course in the curriculum**?** | Yes[ ]  | No[ ]  | Former Course’s Code

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 | Former Course’s Name |
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| Is there any similar course, which has content **overlap** with other courses offered by the university**?** | Yes[ ]  | No[ ]  | Most Similar Course’s Code

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 | Most Similar Course’s Name |
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| **Frequency** of Offerings *Check all semesters in which the course is to be offered.* | [ ]  Fall [ ]  Spring [ ]  Summer |
| **First** Offering | Academic Year |

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 | Semester | [ ]  Fall [ ]  Spring |
| Maximum **Class Size** Proposed |

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 | Student **Quota** for Other Departments |

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 | Approximate **Number of Students** Expected to Take the Course |

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| **Justification for the proposal***Maximum 80 words* |
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**PART IV. Approval**

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| **Proposed by:** | **Faculty Member*****Give the Academic Title first.*** | **Signature** | **Date** |
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| **Departmental Board sitting date:** |  | **Sitting number:** |  | **Motion Number:** |  |
| **Department Chair:** |  | **Signature:** |  | **Date:** |  |

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| **Institute Board** **Sitting Date:** |  | **Sitting Number:** |  | **Motion Number:** |  |
| **Director of Institute :** |  | **Signature:** |  | **Date:** |  |

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| **Senate****sitting date:** |  | **Sitting number:** |  | **Motion number:** |  |