

FOR THE ATTENTION OF PREPARATORY CLASS STUDENTS!!!

Until a further notice from YÖK or the Rectorate, the decisions below will be valid for Preparatory Class Track 3 education.

Teaching:

The online lessons will start on **30.03.2020** and unless there is a further notice from YÖK or the Rectorate, Track 3 will be completely online. The registration of the students to respective classes will be done by their instructors between 23.03.2020 – 27.03.2020. **After the students are added to their respective classes, students will receive an email on their Yaşar University email accounts. Students are supposed to check all notifications in their online classes after receiving the email.** During the first week of the online classes students will be informed by their instructors on how to use the system.

For online teaching, two online tools will be used:

1. Microsoft Teams (Students can log in to “Microsoft Teams” with their Yaşar University email accounts and passwords, which were provided at the beginning of the academic year.)
2. LMS system (Pearson)

Microsoft Teams:

This will be the platform where students will be taught online every day. Each class will have only one instructor and every day in designated hours, instructors will be teaching their classes on Microsoft Teams. Only one coursebook will be followed during Track 3. Students will have the access to the digital book using the accounts they will be provided on Microsoft Teams. Online classes will be recorded by the instructors and students will have the access to the previously recorded sessions for revision.

LMS System:

LMS systems are normally graded as IS Portfolio at Yaşar University Preparatory Class. However, during the online education it will be open for all students **for free** with all contents, so that students will be able to use them for self-study. After online classes via Microsoft Teams, students will be directed to the LMS system to do the related practice themselves and their instructors will closely monitor students’ progress on LMS.

In short, during online teaching, students will have 15 online contact hours with their instructors and the rest of the time will be allocated for self-study through an LMS system, which will be closely monitored by each class’ instructor.

Assessment:

Students will be responsible for one final exam at the end of the track. The dates and details about the administration of the final exam will be shared later.

Final exam	}	Students with the grade average of 60 and higher will complete Track 3 successfully.
LMS system*		

*Details about the LMS system will be shared later.

Absenteeism:

In-class absenteeism will not be taken during the online classes. It is the students' responsibility to attend the classes and complete the self-study. However, attending classes regularly and completing the self-study is highly recommended to students. Moreover, every student will take the final exam at the end of Track 3.

"final retake" students:

The students with the track average between 55 – 59 in Track 2 will not be able to take the "final retake" exam since students are not allowed to enter the campus. In order to prevent injustice, all "final retake" students will be deemed successful in Track 2 and they will continue their lessons in an upper level in Track 3. However, **students who do not want to be deemed successful**, must email School of Foreign Languages stating that they would like to continue in the levels they have studied in Track 2 by the end of **26.03.2020**.