

SABANCI UNIVERSITY

SPS 101 / Humanity and Society I
SPS 102 / Humanity and Society II

SYLLABUS APPENDIX 1

FALL 2020
(COVID-19 measures)

EXTENDED ONLINE TEACHING GUIDELINE FOR STUDENTS

In accordance with the university's COVID-19 measures, necessary changes have been made to the original structure of SPS 101 and 102 courses. During the Fall 2020 term, our courses are taught online. We have shared our course procedures in the **SPS 101 / 102 Fall 2020 Syllabus** uploaded on SUCourse+. Students can find necessary information on course components, grading, and general procedures in those syllabi.

In order to get maximum efficiency from online teaching, all students are expected to familiarize themselves with the **online discussion section format** and to comply with the **online discussion section etiquette** described below:

Online Discussion Section and Tutorial Etiquette

- **Discussion Sections:** As indicated in the course syllabus, there will be **synchronous online discussion sections both in SPS 101 and SPS 102**. It is of utmost importance that students watch relevant online lecture videos/SL-related videos uploaded on SUCourse+, study the written teaching materials, and do the readings before they join the online discussion sections. That is a number 1 rule for students who wish to make the best out of online discussion sections.
- For online discussion sections, facilitators may use the online platforms Google Meet or Zoom. All students are expected to familiarize themselves with such online meeting technologies if they have not done so far and pre-check their internet connections. Students should collect all necessary information before a scheduled online meeting such as their facilitators' preferred online meeting platform, username, etc. All students will attend online meetings by registering through their Sabanci University e-mail accounts and with their real names only. They should keep their webcam on for the duration of the discussion sessions. Students who do not comply with this rule will not be admitted to any online discussion section by facilitators.
- For those discussion sections that will have graded tasks, the graded assignment will be released on SUCourse+ and student assignments should be submitted to SUCourse+ by the end of the discussion section. No assignments will be accepted via email.
- No excuses (for instance technical or connection problems) will be accepted for not submitting graded assignments. In case of such problems, missed points can be compensated with the bonus assignment as described in the course syllabus.
- All students should follow important online discussion section announcements sent out by their facilitators regularly.
- Each discussion section will not exceed the scheduled discussion section hours as announced in our syllabi, so that students can join their other courses on time. Discussion

sections will be recorded by the facilitators. The students are not allowed to record or share any part of the discussion sections or any material such as graded assignments or slides used in the discussion sections.

- Punctuality is of utmost importance for students in online discussion sections. Please be online on time. You are not allowed to participate 10 minutes after the discussion section has started. The same rule applies for the second hour of the discussion after the 10-minute break. If students encounter a technical difficulty, internet or connection problem at the beginning of the discussion sections, they need to immediately email both the SL and FASS Facilitator by cc'ing them in the same email to inform them about this problem.
- **Online Tutorials:** Online tutorials can be requested from the FASS or SL facilitators, during the online office hours. These tutorials will serve as platforms where students can ask questions about lecture and reading content, SL-related online videos, written materials and get feedback about their writing assignments, i.e. Response Paper in SPS 101 and Process Essay in SPS 102. Students should register for their preferred 15-minute time slots by the deadline specified by their facilitators.
- Students are highly recommended not to wait until the last tutorial week to reserve a place. Study all course materials regularly and attend tutorials as you feel the need to get further assistance by your facilitators. Close contact with your FASS and SL facilitators in the weeks ahead will be to your advantage and it will possibly result in higher grades at the end of semester midterm and in writing assignments.
- If students decide that they will not be able to attend a pre-reserved online tutorial later, they should cancel their reservation on the doodle or google spreadsheet sent by their facilitators before their meeting.
- If any student fails to attend a pre-planned tutorial without any valid excuse beforehand, no extra tutorial sessions will be opened for them. If any student fails to attend a pre-registered online tutorial more than twice throughout the semester without cancelling their reservation beforehand, facilitators will not arrange any tutorials with them for the rest of the semester as per course rules.
- The SPS team takes the confidentiality of all online discussion sections and tutorials very seriously within the framework of academic freedom and privacy. The recording or copying of any part of the online discussion sections or tutorials by students would be the violation of protection and privacy of our facilitators and relevant exam materials in case of feedback/objection tutorials. Students who violate this rule could face penalties based on academic misconduct issues. At the beginning of each online discussion section or tutorial, facilitators will orally remind students of this rule.
- Students should always follow proper behavior during online discussion sections and one-to-one tutorials. In case of inappropriate or improper behavior (such as displaying nicknames instead of their real names, trying to record online tutorials, not paying attention or properly answering their facilitators, unnecessarily using the chat box, attending the discussion sections from an inappropriate environment and sharing any inappropriate material and content) during an online meeting or tutorial, the person in question can and will be banned from online sessions and will be reported and forwarded to a committee for disciplinary action where necessary.