

SABANCI UNIVERSITY

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

SYLLABUS APPENDIX 1

FALL 2021
(COVID-19 measures)

EXTENDED TEACHING GUIDELINE FOR STUDENTS (Online / Hybrid)

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 term, our courses are taught hybrid. We have shared our course procedures in the **SPS 101 / 102 Fall 2021 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 hybrid teaching, all students are expected to familiarize themselves with the hybrid lectures and **online discussion section format**, and to comply with the **lecture and discussion section etiquette** described below:

Hybrid Lectures, Online Discussion Sections and Tutorial Etiquette

- **In-class / On-campus lecture attendance:** As indicated in the course syllabus, SPS 101 and SPS 102 lectures will be both in-class and streamed synchronously via Zoom. Students will be allowed to attend in-class / on-campus lectures in the weeks indicated in the syllabus in accordance with the course track. In other words, your course section determines the weeks in which you could attend in-class / on-campus. Please see the details in the syllabus and attend the lectures accordingly. Students must follow all pandemic regulations indicated by the university while attending the in-class lectures. Students will not be accepted to the classroom after the first **15 minutes** of the lectures.
- **Online lectures:** In-class lectures will be synchronously streamed via Zoom. All students are expected to familiarize themselves with this online meeting technology if they have not done so far and pre-check their internet connections before the lectures. Lecture Zoom links will be shared via SUCourse+ at the beginning of the semester, and students will join these lecture links by registering through their Sabanci University e-mail accounts and with their real names only.
- **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 the relevant online videos uploaded on SUCourse+, study the written teaching materials, and do the readings before they join the online discussion sections. That is a for students who wish to make the best out of online discussion sections.

- For online discussion sections, facilitators may use the online platform Zoom. All students are expected to familiarize themselves with this online meeting technology 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 username, discussion section Zoom link 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 session. **Students who do not comply with this rule will not be admitted to any online discussion section by facilitators. They will be count as absent.**
- For those discussion sections that will have graded tasks, the graded assignment will be released on SUCourse+ and should be submitted by the end of the discussion section.
- 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.
- 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.
- **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. the Response Paper in SPS 101 and the 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 summer school 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 or 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, 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.