



## Course Syllabus

### SEC 101 Introduction to University Course

Fall 2022-2023

#### INSTRUCTOR

<b>Name</b>	Prof. Dr. Tufan ADIGÜZEL <b>Co-Instructors:</b> Dr. Sinem Emine METE Yeşim NALKESEN AKIN, PhD(c)
<b>Office Number</b>	9479
<b>Office Hours</b>	TBD
<b>Research/Teaching Assistants</b>	SEC 101 Peer Advisors

#### COURSE TYPE

#### COURSE DELIVERY AND ASSESSMENT METHOD

<b>Hybrid</b>	There are components in the SEC 101 Course to be implemented face-to-face and online. Below you can find the details: <ul style="list-style-type: none"><li>- Meetings as a part of the <a href="#">ÖzÜWay Module</a> (<b>face-to-face</b> and/or <b>online</b>)</li><li>- Trainings in the <a href="#">ÖzÜPack Module</a> (<b>online</b>) + ÖzÜPack Quizzes and/or Exercises</li><li>- Seminars (<b>asynchronous, online or face-to-face</b>) in the <a href="#">ÖzÜ Reflect Module</a>.</li><li>- Exercise on Successful Note Taking (<a href="#">under ÖzÜ Reflect Note Taking Module</a>)</li></ul>
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#### COURSE ORGANIZATION

<b>Interaction Methods</b>	Group Interaction and Peer Advisor-Advisee Interaction
<b>Technology Used by the Instructor</b>	LMS, Panopto, Teams, Meet, Zoom (for online sessions)
<b>Technology Requirements for Students</b>	Laptop/desktop; mic and cam (for online sessions)

#### COURSE MATERIALS

<b>Required Books</b>	-
<b>Recommended Books</b>	-

<b>Other Materials</b>	SEC 101 ÖzÜ Pack Videos on the LMS, asynchronous videos as a part of the ÖzÜ Reflect Module as well as announcements on the schedule of face to face seminars, ÖzÜ Pack Trainings, and SEC 101 related announcements
<b>Accessing Course Materials</b>	All the related materials will be on LMS.

**2022/2023 Fall Term**

MODÜL	ÖzÜ Way	ÖzÜ Pack	ÖzÜ Reflect	
<b>Week 0</b> 19-23 September	<b>O/TB:</b> Orientation		<b>O/FLEX:</b> 6 Seminars with Faculties, Schools and Units  <b>M:</b> Exercise on Successful Note Taking	
<b>Week 1</b> 26-30 September	<b>O &amp; M/TB:</b> PA Meeting I	<b>M/TB:</b> SEC Overview		
<b>Week 2</b> 3-7 October				
<b>Week 3</b> 10-14 October				
<b>Week 4</b> 17-21 October	<b>O &amp; M/TB:</b> PA Meeting II	<b>M/TB:</b> ÖzÜ TechKnowledgey		
<b>Week 5</b> 24-28 October				<b>M/TB:</b> Netiquette
<b>Week 6</b> 31 October- 4 November		<b>M/TB:</b> 360 Office Meeting/ Presentation		<b>M/TB:</b> Digital Ethics & Cybersecurity
<b>Week 7</b> 7-11 November				
<b>Week 8</b> 14-18 November				
<b>Week 9</b> 21-25 November		<b>O &amp; M/TB:</b> PA Meeting III		<b>M/TB:</b> Library
<b>Week 10</b> 28 November- 2 December				
<b>Week 11</b> 5-9 December				
<b>Week 12</b> 12-16 December				
<b>Week 13</b> 19-23 December				
<b>Week 14</b> 26-30 December				

Week 15 2-6 Ocak				
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**M:** Must (must be completed)      **TB:** Time bound. Must be completed abiding by a certain deadline

**OP:** Optional      **FLEX:** Flexible. Students are free to choose the seminar and/or training  
within the scope of SEC 101 Course

ASSESSMENT METHODS, WEIGHS AND RULES			
Type	Weight	Rule	Make-up Rule
<b>ÖzÜ Way:</b> Orientation	5%	Our students participate in the Orientation and learn about life on campus.	-
<b>ÖzÜ Way:</b> Interviews with PAs	12%	Peer Advisors (PA) conduct 3 rounds of interviews with students who take the SEC 101 course. Students <b>must attend at least one</b> of the 3 PA Meetings.  <b>I. PA Interview</b> is SEC Course Introduction. (4 Points)  <b>II. Your PA Interview</b> includes SEC 101 Students' experiences on university life. (4 Points)  <b>III. PA Interview</b> is on the holistic evaluation of SEC 101 Course. (4 Points)  Peer Advisors evaluate PA meetings with <b>mini rubrics</b> on the LMS (as a continuation of Peer Advisor Meetings)	In case SEC 101 Students cannot attend PA Interviews, they are expected to inform the PA at least two days before and reorganize the meeting. Otherwise, they will be deemed not to have participated.
<b>ÖzÜ Way:</b> 360 Unit Interview	6%	Students have the opportunity to get to know the units and resources on campus by the help of the orientation given by the 360 Unit (SEC 101 Students may either join individual meetings or weekly group meetings depending on their availability). A 360 Office Interview and a 3-stage Peer Advisor Interview must be completed as per the OzU Way Module. After the completion of 360 Office Interview/ Group Meeting, students are required to take the 360 Office Quiz on the LMS (that will open next Monday on the LMS) within 7 days.	
<b>ÖzÜ Pack:</b> SEC 101 Overview	2%	ÖzÜ Values and information on the SEC 101 Course is shared with SEC 101 Students. A mini asynchronous task is given on the Syllabus.	

<p><b>ÖzÜ Pack Training Package</b></p>	<p>20%</p>	<p><b>The ÖzÜPack Package Trainings</b></p> <p>In the ÖzÜPack Package, there are webinars along with evaluation questions prepared by the OLTE Unit and other responsible units and faculties.</p> <p><b>Fall Semester:</b>  <b>Techknowledgy:</b> It aims to provide students with the basic information they will need about the applications and software used in our university. (4 Points)</p> <p><b>Netiquette:</b> It aims to teach students the rules of courtesy that should be considered in online environments. (4 Points)</p> <p><b>Digital Ethics and Responsibilities:</b> It aims to raise awareness of students on digital citizenship and digital ethics. (4 Points)</p> <p><b>Library:</b> It aims to enable students to use school resources, online databases and library resources efficiently. (4 Points)</p> <p><b>Safe Living and Environment:</b> It aims to raise awareness of students on emergency and health, environmental sustainability and safe living. (4 Points)</p>	
<p><b>ÖzÜ Reflect:</b></p> <p>Participation in Seminars + Exercise on Note Taking</p>	<p>15%</p>	<p>SEC 101 students should attend <b>6 (six)</b> asynchronous, online and/or face to face <b>seminars</b> delivered by faculties, schools and units of Özyeğin University. Students earn 1 point by attending each seminar</p> <p><b>(6 X 1 = 6 points)</b></p> <p><b>M:</b> SEC 101 Students must complete <b>“Successful Note Taking Exercise”</b> under ÖzÜ Reflect Module on the LMS.</p> <p><b>(9 points)</b></p>	
<p><b>Total</b></p>	<p><b>%60</b></p>	<p><b>SEC 101 Spring Components will be shared soon.</b></p>	

**Important Note:**

- SEC 101 Students must obtain **80** out of 100 in order to complete the course successfully. All the **M** components must be completed.
- Communication will be ensured through **messaging, announcements** and **Question & Answer (Q&A) Forums** on the LMS. **Repeated questions** and **questions the answers of which may be found in the Q&A Section** will not be answered. Should students experience uncertainty regarding the expectations of the SEC 101 course, they should **initially** contact their **Peer Advisors**. Should this not suffice, **OLTE** Unit will support them.

<p><b>EXPECTED STUDENT SEMESTER WORKLOAD in the FALL TERM</b></p>	
<p><b>Activities Carried Out in the Presence of an Instructor</b></p>	<p><b>Total Hours in Semester</b></p>
<p>ÖzÜ Way: Orientation</p>	<p>3 hours</p>
<p>ÖzÜ Way: Meetings with Peer Advisors</p>	<p>1 hour</p>

ÖzÜ Way: 360 Office Meetings	1 hour
<b>Activities Carried Out by the Learners Themselves</b>	<b>Total Hours in Semester</b>
ÖzÜ Pack: SEC Overview	30 minutes
ÖzÜ Pack + Mini Tasks	3 hours
ÖzÜ Reflect (Attending Seminars + Exercise on Note Taking)	4 hours
<b>Overall Total Hours in Semester</b>	<b>12.5 hours</b>