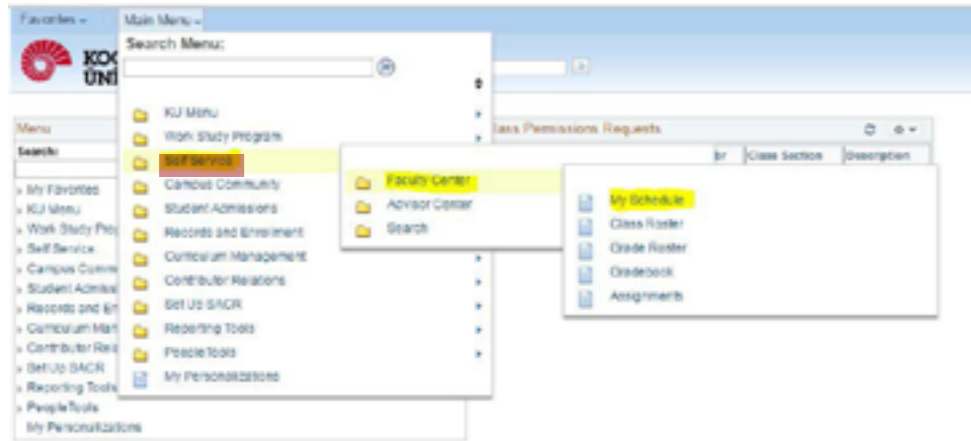


A.19 GUIDELINES FOR CREATING A SYLLABUS ON KUSIS

PART I: How to reach the syllabus template in KUSIS

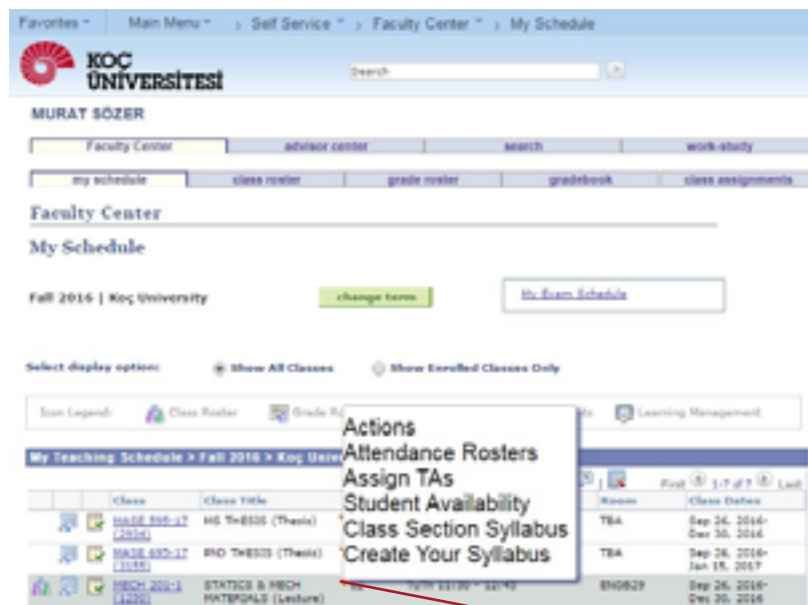
You can reach the syllabus template in KUSIS in the following way:

<http://kuis.ku.edu.tr> → Main Menu → Self-service → Faculty Center → My Schedule



Select the course → Click on **Change Term** icon → Select the **semester** and click on **continue**

Select **your course** → Right-click on the **red triangle icon** → Create Your Syllabus



Click the triangle icon to the right of your course title to see the menu.

PART II: How to create a syllabus in KUSIS

Syllabus Template consists of five headings that are shown on the top bar menu: **Course Information, Assessment Methods, Course Aims and Outcomes, Instructional Materials** and **Other**. Steps to go through to create syllabus are outlined below:

Course Information

1. Please click on **Course Information** and complete the necessary fields.

NOTE: To provide TA information on your syllabus, first you need to assign your TA(s) to your course. Follow this [link](#) to see the short video to do it at.

2. **Course Description** will be uploaded automatically from KUSIS. You do not need to write anything from scratch.

Assessment Methods

3. Using the **pull-down menu**, please select your assessment methods and indicate their weight. The TOTAL may be more than 100 depending on your grading policy. If you wish, you can provide a long description for each assessment method that you will use for your course.

→ If you use one assessment method more than once (e.g. two midterm exams), please write the details of it in your description.

Course Aims and Outcomes

4. Course Aims/Overview

→ The box under **Course Aims / Overview** section allows you to write your aims or overview as a paragraph or as a list.

5. Course Learning Outcomes (CLOs)

→ Please list your **CLOs** or course objectives. You can add as many rows as you wish to extend your list by clicking the plus sign on the right.

Instructional Materials and Learning Resources

6. Instructional Materials

→ Using the pull down menu, please select the type of material and enter any necessary details.

→ **Course Page on Blackboard:** If your course has an active **Blackboard page**, you can direct students to that page by selecting YES option.

→ **KOLT Tutoring:** If KOLT provides tutoring for your course, you can direct your students to the KOLT Tutoring Center to see the most up-to-date schedule by selecting the YES option.

Other

7. Course Schedule

→ This section consists of a two-column table that can be extended up to four columns. Two columns are designated for **Meeting Times** and **Subject**. You can add columns by filling in the Extra Info Heading boxes above "Course Schedule." The sequence number in the far-right column determines the order in which the items will appear in the PDF version of your syllabus. An example of a **Course Schedule Table** is shown below.

Meeting Times	Subject	Homework (Due After One Week)	Design Projects	Seq #
1 SEPT 27	Chapter 1	1, 2, 4, 14		1
2 SEPT 29	Chapter 2	5, 12, 38, 66, 98, 97, 110,		2
3 OCT 04	Chapter 2			3
4 OCT 06	Chapter 3	38, 42, 58, 51, 98, 146, 148,		4
5 OCT 11	Chapter 3			5
6 OCT 13	Chapter 4	22, 34, 35, 39, 66, 76, 79,	Conceptual Problems	6
7 OCT 20	Chapter 5	29, 31, 35, 54, 62, 63, 74,	Bridge competition	7

8. Student Code of Conduct and Academic Grievance Procedure

→ This section provides links to **Student Code of Conduct, Statement on Academic Honesty with Emphasis on Plagiarism** and **Academic Grievance Procedure**. The links will be generated automatically in PDF version of your syllabus.

9. Course Policies

→ Please **summarize or list** your course policies in this section.


10. Other

→ Please use this section to provide any **additional information** about your course.

→ If you are **teaching a core course**, please list the associated core program competencies in this section, along with your explanation of how your course contributes to the attainment of each of those competencies.

Click on **SAVE** and then click **PREVIEW SYLLABUS** button at the top right corner of the page. You will see the **PDF** version of your syllabus. Click on **PUBLISH** to make your syllabus accessible to students.

This sample syllabus was created by using the template in KUSIS Syllabus

 KOC
UNİVERSİTESİ

MECH 201 (1) STATICS AND MECHANICS OF MATERIALS

Mechanical Engineering
Fall 2016

1. Course Information

Instructor: Murat Sözer, msozer@ku.edu.tr
KU Credits: 3.00
ECTS Credits: 6.00
Prerequisite(s): Prerequisite: (PHYS. 101 and MATH. 106) or consent of the inst.
Class Location & Meeting Times: ENG B29 - Tuesday, Thursday 11:30-12:45
PS (Yes/No): Yes
DS (Yes/No): No
Lab (Yes/No): No
Language of Instruction: English
Office Hours: Tuesday and Thursday, 15:00-16:00
Teaching Assistant(s):

	E-Mail	Phone	Office - Office Hours
• Ezgi Çevik	ecevik13@ku.edu.tr	x1296 x2603 x1852	KOLT - MO-WE, 10:00-11:15
• Mert Hancıoğlu	mhancioglu@ku.edu.tr	x1852	ENG 255 - FR, 15:00-17:00
• Barış Çağlar	bcaglar@ku.edu.tr	x1852	ENG 106B - MO-WE, 15:00-16:00
• Mehmet Akif Yalçinkaya	myalcinkaya@ku.edu.tr	x1852	ENG 106B - MO-WE, 16:00-17:00
• Hasan Çağlar	hcaglar16@ku.edu.tr	x1852	ENG 106B - FR, 13:00-15:00

COURSE DESCRIPTION

Statics: force, moment, equilibrium of rigid bodies, moment of inertia of areas, structural analysis of trusses, frames and machines, internal forces and moments.

Mechanics of materials: normal and shear stresses and strains, mechanical properties of materials, axial load, torsion, bending, transverse shear, combined loadings, transformation of stresses, principal stresses and Mohr's circle, and beam deflection.

COURSE OVERVIEW

- Comprehension of concepts related to statistics and mechanics of materials.
- Competency in mathematical calculations by modeling and solving engineering problems.
- Competency in analytical thinking skills by analyzing internal stress distribution.
- Application skills in designing basic structures, frames and mechanical components.

COURSE LEARNING OUTCOMES (CLOS)

CLO # Upon successful completion of this course, students will be able to...

- 1.1.** Determine the conditions for equilibrium of rigid bodies.
- 1.2.** Identify types of joints between rigid bodies (pin, roller, fixed, ball-and-socket, etc.), special equilibrium situations (two-force members), and if static indeterminacy exists
- 1.3.** Understand the concepts of mechanical properties (yield stress, ultimate tensile stress, modulus of elasticity, modulus of rigidity, modulus of resilience, modulus of toughness and Poisson's ratio), elasticity and plasticity, stress and strains
- 2.1.** Formulate and solve the equations of equilibrium by determining the unknown support reactions (forces and moments) and drawing free body diagrams
- 2.2.** Calculate internal forces and moments in structural members and frames under combined loadings (axial load, torsion, bending, transverse shear and internal pressure)
- 2.3.** Solve principal in-plane stresses and maximum shear stress by calculating components of stress tensor and transforming coordinate system
- 3.1.** Analyze internal stress distribution in basic structures, frames and mechanical components
- 3.2.** Present analysis results in graphical means such as transverse shear and bending moment diagrams along the longitudinal axis of a beam
- 3.3.** Expose to structural problems where the conventional solution methods are limited or they do not yield an accurate result; refer to advanced methods and solution techniques
- 4.1.** Design parts by selecting proper material, dimensions and factor of safety
- 4.2.** Use MATLAB to analyze stress distributions in mechanical systems with high number of components and unknowns which is not feasible to solve them manually
- 4.3.** Conduct a tensile test to determine the mechanical properties (strength, stiffness and toughness) of wires; and use strain gages to measure internal strains and stresses.

ASSESSMENT METHODS

Method	Description	Weight
Attendance	Class & PS	2.00
Homework	No late submission is allowed	4.00
Project	No late submission is allowed	2.00
Laboratory	Two PS hours will be allocated for lab practises	2.00
Quiz	Online, in-class and in-PS; no make-up; the worst two will be excluded	15.00
Midterm Exam	Content: Chapters 1-7 Date/place will be announced late	20.00
Midterm Exam	Content: Chapters 8-12 Date/place will be announced later	20.00
Final Exam	Cumulative: Chapters 1-14 Date/place will be announced later	35.00
Total		100.00

INSTRUCTIONAL MATERIAL AND LEARNING RESOURCES

Statics and Mechanics of Materials, Edition: 4 SI

Author: R.C. Hibbeler
Publisher: Pearson (Year: 2014)
Material Type: Textbook
Material Status: Required
Additional Notes: E-book available

Active Use of Course Page on Blackboard: <https://ku.blackboard.com/>

KOLT Tutoring: <http://kolt.ku.edu.tr/student>

COURSE SCHEDULE

Meeting Times	Subject	Homework (Due within 7 days)	Design Projects
SEPT. 27	Chapter 1	1, 2, 4, 14	
SEPT. 29	Chapter 2		
OCT. 04	Chapter 2	9, 12, 38, 68, 90, 97, 110, 124	
OCT. 06	Chapter 3		
OCT. 11	Chapter 3	36, 42, 50, 51, 96, 146	
OCT. 18	Chapter 4		Conceptual Problems: P4-5, 11-3, 11-4, 13
OCT. 13	Chapter 4	22, 34, 35, 39, 66, 75	
OCT. 25	Chapter 5		
OCT. 20	Chapter 5	29, 31, 35, 54, 62, 63	Bridge Competition
OCT. 27	Chapter 6		
NOV. 01	Chapter 6	21, 53, 54, 59, 67, 73	
NOV. 03	Chapter 7		
NOV. 08	Chapter 7	5, 17, 34, 41, 43, 63, 91	
NOV. 10	Chapter 11.1-2		Conceptual Problems: P4-5, 11-3, 11-4, 13
NOV. 15	Chapter 8		
NOV. 17	Chapter 8	1, 5, 11, 12, 17, 18, 21	
NOV. 22	Chapter 9		
NOV. 24	Chapter 9	3, 46, 47, 68, 69, 75, 101, 102	
NOV.29	Chapter 10		
DEC. 01	Chapter 10	9, 10, 31, 38, 122	
DEC. 06	Chapter 11.3-4		
DEC. 08	Chapter 11.3-4	9, 18, 43, 60, 85, 97, 99	
DEC. 13	Chapter 12		
DEC. 15	Chapter 12	4, 6, 12, 23, 26	
DEC. 20	Chapter 13		Design the rail of an overhead crane capable of carrying
DEC. 22	Chapter 13	12, 21, 53, 54, 63, 68, 69, 71	Conceptual Problems: P4-5, 11-3, 11-4, 13
DEC. 27	Chapter 14		Design a cylindrical pressure vessel for a scuba diving oxygen tank.
DEC. 29	Chapter 14	35, 40, 42, 45, 47, 49	

STUDENT CODE OF CONDUCT AND ACADEMIC GRIEVANCE PROCEDURE

[Student Code of Conduct](#)

[Statement on Academic Honesty with Emphasis on Plagiarism](#)

[Academic Grievance Procedure](#)

COURSE POLICIES

(1) You are expected to know the policies and expectations about attendance to class and PS and rules of conduct.

(2) Please be on time when entering the classroom. Turn your mobile phones off, or put them in silent mode and do not use it at all (placed in your pocket or bag).

(3) You are required to attend at least two thirds (= 67%) of both classes and PS's. Otherwise, you receive grade F. Each attendance grade (out of 2%) is calculated as follows: (medical report or a similar excuse will not affect the grading): Full attendance to both class & PS: 5%; 1-day-absence: 4%; 2-day-absence: 3%; 3-day-absence: 2%; 4- or more-day-absence: 0%.

OTHER

Course Load (Expected Studying Time)

Item	Approximate Studying time [hours] per week	Approximate Studying Time [hours] per semester = 14
Lecture	2*1.25=2.50	35.00
Problem Solution Session	1.25	17.50
Review of Class Notes	1.00	14.00
Reading the textbook and examples	2.00	28.00
HW+Online Quizzes	3.50	49.00
Weekly sub-total	10.25	
Design Projects		6.50
Preparing for and taking Midterm Exam 1		12.00
Preparing for and taking Midterm Exam 2		12.00
Preparing for and taking Final Exam		18.00
TOTAL		192.00

European Credit Transfer System (ECTS) = $192.00/30 = 6.40 \rightarrow 6$

Format of Exams: Allowed material: **textbook** (i.e., open-book exam) and **calculator**.

Needed tools: For each class and PS, bring your **pencil, calculator, and notebook**.

Table on the next page 

This sample syllabus was created by using the template in KUSIS

Syllabus



HIST 433 STATE AND SOCIETY IN THE 19TH CENTURY OTTOMAN EMPIRE

History
Fall 2016

1. Course Information

Instructor:	Yonca Köksal
KU Credits:	3
ECTS Credits:	6
Prerequisite(s):	-
Class Location & Meeting Times:	CASE 124 - Tuesday, Thursday 14:30-15:45
PS (Yes/No):	No
DS (Yes/No):	No
Lab (Yes/No):	No
Language of Instruction:	English
Office Hours:	Th. 11:00-12:30
Teaching Assistant(s):	-

2. Course Description

This course surveys the 19th century Ottoman Empire. It emphasizes political ideologies produced by the Ottoman ruling elite such as Ottomanism and the birth of Turkish nationalism. It raises the following questions in the context of the Ottoman Empire in a comparative perspective: How did the Ottoman Empire control its populations in the 19th century? What state policies and political ideologies became decisive in maintaining state control? Was the collapse of multi-ethnic empire inevitable in the 20th century?

3. Course Aims/Overview

This is a seminar course which analyzes 19th century transformations of the Ottoman Empire. Both chronological and thematic aspects of the 19th century will be studied. While examining certain issues from the late Ottoman imperial period our concern will be to articulate the everyday experiences of various social groups and individuals within the complexity of social and political realms. Reform in the center, provincial administration, economy and social structure, and the resulting changes in the dynamics of relations between the state and society in various regions of the Empire will be analyzed. The course also focuses on political ideologies of the time and analyzes how these ideologies influenced different aspects of political, social and economic life. We'll examine the literature on the late-nineteenth-century Ottoman Empire from a theoretical and historiographical perspective. In addition, we'll read primary sources such as memoirs, newspaper articles and novels of the time in order to understand reflections of change on everyday lives of individuals.

4. Course Learning Outcomes (CLOs)

By completing this course, students will be able to:

1. Articulate knowledge on various aspects of late Ottoman Empire such as society, economy, politics and ideology.
2. Analyze different works of literature produced in the late Ottoman period from a theoretical and historical perspective.
3. Develop a critical and analytical reading of the primary sources of late Ottoman history.

5. Assessment Methods

Method	Description	Weight %
Response papers	Students are responsible to write 2 response papers on the weeks marked in the syllabus. Response papers (2-3 double spaced pages) will respond to questions given by the instructor. The questions will be from readings of the selected weeks. Students are responsible to demonstrate that they have done the readings.	20
Participation	There will be combination of a lecture and discussion every week. Students are expected to come to class having done the readings.	10
Mid-term Exam	In the examinations students will be responsible for material covered in both the lectures and the readings. It is required that students do not miss the exams (in the case of	30
Final Exam		40

6. Instructional Materials and Learning Resources

-

7. Course Schedule

Meeting Times	Subject	Reading	Exam and Assignment
Sept. 27-29	Ottomans from Early Modernity to the 19th Century	Norman Itzkowitz, "Ottoman Society and Institutions" and "Ottoman Consciousness," in Ottoman Empire and Islamic Tradition, Chicago and London: University	
Oct. 4-6	What it meant to live in the Nineteenth Century?	Amin Maalouf, The Rock of Tanios, pp. 9-17, 88-105. Donald Quataert, "The Nineteenth Century" in the Ottoman Empire, 1700-1920, pp. 54-73.	
Oct. 11-13	What was Tanzimat?	İlber Ortaylı, "Osmanlı Tarihinde Bab-ı Ali Asrı," in İmparatorluğun En Uzun Yüzyılı, pp. 77-107. Roderic Davison, "Decline and Reform to 1856," in Reform in the Ottoman Empire, pp. 36-51. Primary source: Tanzimat Decrees: Gülhane Hatt-ı Hümayunu (Gühane Edict)	

Oct. 18-20	Reform in the Center	Carter Findley, <i>Bureaucratic Reform in the Ottoman Empire</i> , pp. 58-68. Carter Findley	Response papers are due.
Oct. 25-27	Hamidian Era	Selim Deringil, <i>Well Protected Domains</i> , pp. 16-43, 150-165. Primary Source: Excerpts from Cemaludin	
Nov. 1-3	Reform in the Periphery: the Balkans	Halil İnalçık, "Application of Tanzimat and Its Social Effects," in <i>Archivum Ottomanicum</i> , pp. 97-127. Yonca Köksal, "Imperial Center and Local Groups: Tanzimat Reforms in Edirne and Ankara,"	
Nov. 8-10	Reform in the Arab Provinces	Eugene Rogan, <i>Frontiers of the State: Transjordan</i> , pp. 1-20. Gökhan Çetinsaya, "The Caliph and Mujtahids: Ottoman Policy towards the Shia Community of Iraq in the Late Nineteenth Century," <i>Middle Eastern</i>	Mid-Term Exam
Nov. 15-17	Reforms in Anatolia	Hakan Özoğlu, "Nationalism and Kurdish Notables in the Late Ottoman- Early Republican Era," <i>JMES</i> , 33(2001): 383-409. Musa Şaşmaz, <i>British Policy and the Application of Reforms for the Armenians in Eastern Anatolia 1877- 1897</i> , skim pp. 1-23, 184	
Nov. 22-24	Young Turks	Şükrü Hanioglu, <i>The Young Turks in Opposition</i> , 7-33. Şükrü Hanioglu, <i>Preparation for a Revolution</i> , pp. 289-318. Eric J. Zürcher, <i>The Young</i>	
Nov. 29 - Dec. 1	Economy and Ideology	Roger Owen, "Economic consequences of the Age of Reforms," Ch. 3 in <i>The Middle East in the World Economy</i> , pp. 57-82. Zafer Toprak, "Modernization and Commercialization in the Tanzimat Period, 1838-1875," in <i>New Perspectives on</i>	
Dec. 6-8	Labour History	Can Nacar, "Labor Activism and the State in the Ottoman Tobacco Industry," <i>JMES</i> , Vol. 46, no.3 (2014), 533-551.	Response Papers are due.