2019 – 2020 ACADEMIC YEAR
ENGLISH PREPARATORY SCHOOL
SUMMER SCHOOL
INFORMATION BOOKLET

COVID-19 PANDEMIC PERIOD

SUMMER SCHOOL

(2019 – 2020)

This Summer School program will not only provide unsuccessful students (for the just concluded 2019 – 2020 Academic Year) an opportunity to pass from the English Preparatory School, **but also provide them the opportunity to consolidate and further improve upon their level of English.**

This Information booklet is aimed at providing students with all the important details regarding the following;

a. How lessons will be conducted considering the ongoing COVID – 19 Pandemic
b. Groupings: (Degree – Non Degree)
c. Course Content & Course Materials
d. Total Weekly Hours – Duration of Lessons – Number of Days a Week
e. Assessment Components & Related Important Dates
f. Online Assignments and Related Due Dates For Completion of Assignments
g. Attendance Related Issues
h. Lessons & Their Corresponding Weekly Hour Table

CONDUCT OF LESSONS CONSIDERING THE ONGOING COVID – 19 PANDEMICS

Due to the on-going COVID – 19 Pandemic, all our Summer School lessons will be conducted virtually (ONLINE). The software application that will be used is Adobe Connect. This is the same application that most of you used during the last phase (Tracks 3 & 4) of 2019 – 2020 Academic Year. Most of you are familiar with this application, so we hope you will have no problem using it as effectively as possible. Adobe Connect has got many features that will make your User-Experience very interactive. To learn about all the interactive features of Adobe Connect, click on this link (https://www.youtube.com/playlist?list=PLytAuqpFkDNkdHSqRe8qNXeepbDdNPHFA).

➢ All registered students will be assigned to an online classroom. And, lessons will be conducted **the same way** they were in Tracks 3 & Track 4.

GROUPINGS

There will be two separate groups;

❖ **DEGREE Group:** Students who studied in the DEGREE Group but were unsuccessful at the end of the Academic Year will be in this Group

❖ **NON DEGREE Group:** Students who studied in the NON DEGREE Group but were unsuccessful at the end of the Academic Year will be in this Group

COURSE CONTENT & COURSE MATERIALS

There will be four main lessons;

❖ Reading

❖ Grammar

❖ Listening & Speaking

❖ Writing

All the lesson materials (Course books, practice exercises, etc.) that will be used by both the teachers and students will be provided and available on an Online (Virtual) platform. The Online Materials are indicated below;

❖ **Reading:** The Course book that will be used is "**Making Connections**" – (Intro Level)

❖ **Listening & Speaking:** The Course book that will be used is "**Unlock 1**"

❖ **Grammar:** An In-house prepared "**Grammar Pack**" will be used. (Digitalized version & PDF)

❖ **Writing:** An In-house "**Writing Pack**" will be used.

❖ **Students will not need to buy any book or pay for any educational material(s) during the Summer School Program.**

TOTAL WEEKLY HOURS – DURATION OF LESSON – NUMBER OF DAYS A WEEK

Group	Total Weekly Hours	Duration of Lesson	No. of Days Per Week	Lesson Start - Finish
DEGREE	24hrs.	40 min.	Monday to Friday	**09.00 – 13.00** **Mon. to Thurs ONLY.** **09.00 – 12.10** **On Fridays ONLY**
NON DEGREE	20hrs.	40 min.	Monday to Thursday	**09.00 – 13.00 –** **Mon. to Thurs** (No Lessons on Fri.)

ASSESSMENT COMPONENTS & RELATED IMPORTANT DATES

The Assessment Components indicated below are valid for both the DEGREE and The NON DEGREE groups during the Summer School.

❖ 2 Pop Quizzes

❖ 1 Mid-Term

❖ Project

❖ Writing Portfolio

❖ CLMS (Cambridge Language Management System)

❖ Degree of Participation In Lesson

❖ ELAT

❖ Weekly Tests

❖ End of Summer School Proficiency Exam

More Details About Each Assessment Component

| Assessment Tool	Form of Administration	Number of Questions	% Weight	Location of Exam / Quiz	Date
Quiz 1	Online	50 Multiple Choice	5%	Link on UBIS	**28.08.2020** (3rd Week – Fri.)
Mid-Term	Online	100 Multiple Choice	20%	Link on UBIS	**11.09.2020** (5th Week – Fri.)
Quiz 2	Online	50 Multiple Choice	5%	Link on UBIS	**18.09.2020** (6th Week – Fri.)
ELAT	Online	100 Multiple Choice	30%	Link on UBIS	**29.09.2020** (7th Week – Tue.)
Project	Video Presentation	Topic will Be Given	10%	Will Be Mailed & Announced	Due Date **26.09.2020**
Writing Portfolio	Weekly Assignments	Topics Will Be Given	10%	Will Be Mailed & Announced	Weekly Evaluations
CLMS	Assignments on Cambridge Platform		10%	CLMS Platform	Due Date For All Assignments) **30.09.2020**
Degree of Participation	Degree of Participation In/During Online Discussions, Question Answering, etc.		5%	Class Sessions	Weekly Evaluations
Weekly Tests	Apart From Quizzes 1 & 2 İndicated Above, Other Regular Weekly Tests Will Be Administered.		5%	Online. (Will Be Mailed & Announced)	**14.08.2020** **21.08.2020** **04.09.2020** **25.09.2020**
End of Summer School Proficiency Exam (Online)				Link on UBIS	**01.10.2020**

Important Notice:

When calculating the summer school total grade (Passing Grade), you could choose to use the Proficiency Exam score you achieved in the Proficiency exam administered on 09.06.2020. **Alternatively**, in order to raise or increase your total score average, you could choose to take the "End of Summer School Proficiency Exam (The Proficiency Exam) that will be administered a few days after the end of the Summer School. The date for the proficiency Exam is – 01.10.2020).

As implemented within the regular Academic Year, 70% (**Degree Group**) of your achieved total score average within the Summer School program plus 30% of your achieved score in the Proficiency Exam, should add up to 70 points or above in order for you to graduate from the English Preparatory School/Pass the Summer School Program. For the **Non Degree Group,** it is 80% + 20%.

Summer School Assessment Components

DEGREE

- Quizzes – **10%**
- Mid-Term – **20%**
- ELAT – **30%**
- Project – **10%**
- Writing Portfolio – **10%**
- CLMS – **10%**
- Degree of Participation – **5%**
- Weekly Tests **– 5%**

+ Proficiency Score (30%)
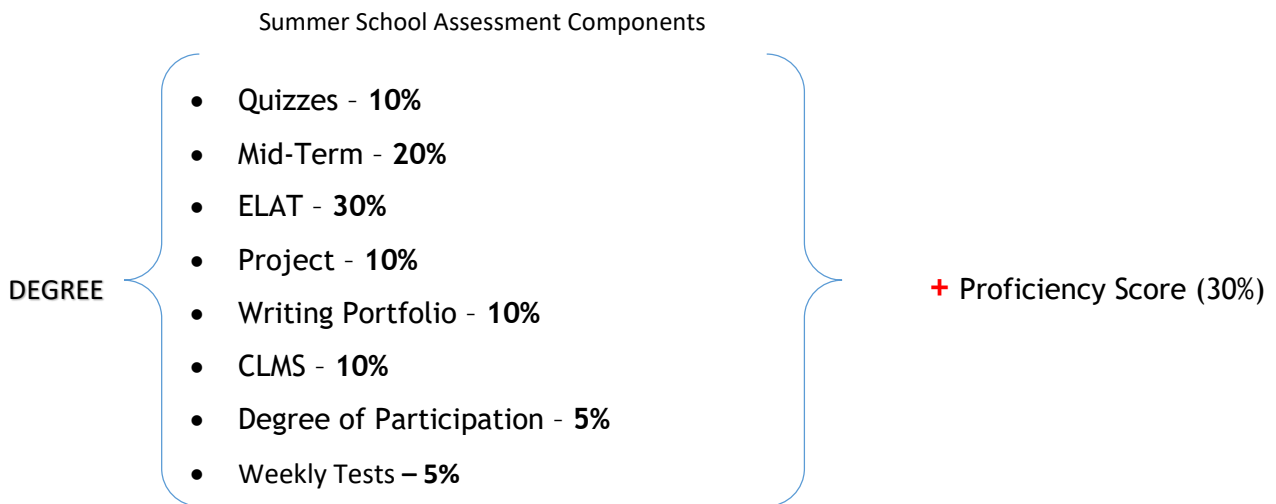
70% of Summer School's Assessment Components Total Av. + 30% of Proficiency

Summer School Assessment Components

NON DEGREE

- Quizzes – **10%**
- Mid-Term – **20%**
- ELAT – **30%**
- Project – **10%**
- Writing Portfolio – **10%**
- CLMS – **10%**
- Degree of Participation – **5%**
- Weekly Tests – **5%**

+ Proficiency Score (20%)
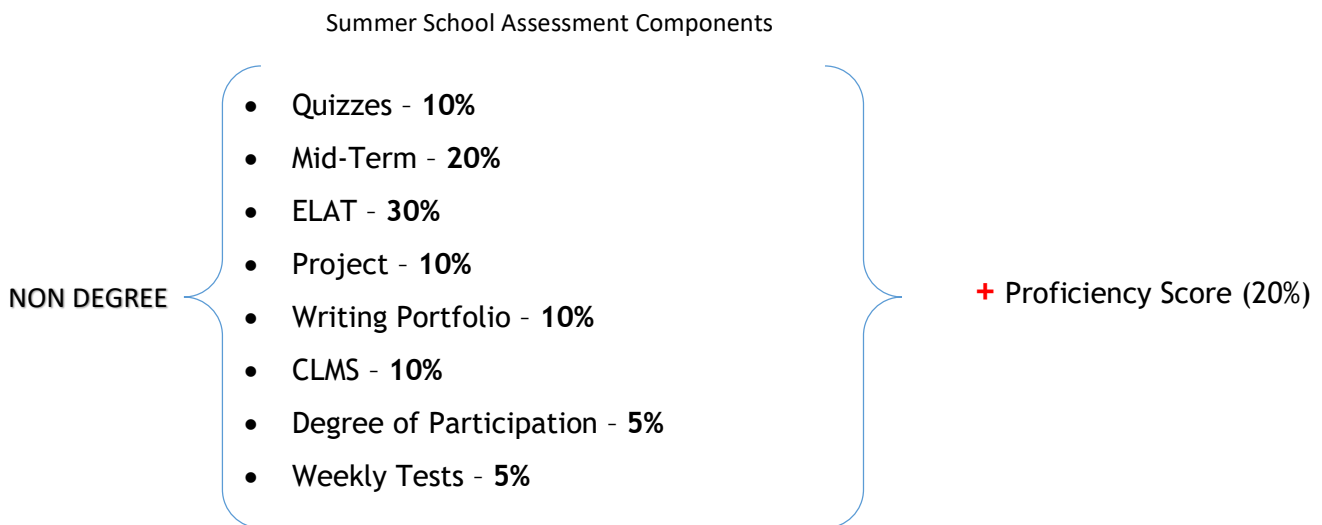
80% of Summer School's Assessment Components Total Av. + 20% of Proficiency

PASSING GRADE: 70%

"ATTENDANCE" RELATED ISSUES

Online Lesson (Attendance - Absenteeism)

YES! attendance is important and STRONGLY advised. The Distance Learning Unit/Department (and other related departments) of IAU will provide us (English Preparatory School) with data/records clearly showing the Attendance Record of each student. Based on the data provided by these units, decision will be made as per **the degree** to which Attendance will AFFECT the overall evaluation of each student. Students have to keep participating actively till the end of the Summer School (28.09.2020), when more succinct and unwavering statements will be made as per the **degree of "impact".** Students have to do everything possible to join and participate actively in all online lessons.

Technical Hitch (Attendance - Absenteeism)

Every ONLINE Lesson will be recorded. For one reason or the other, students who were unable to join a class at a particular time (missed a class) are required to watch the recorded version of the missed lesson. In other words, students who missed a particular lesson have the opportunity to still **log onto their UBİS and watch the lesson afterwards.**

"Does watching the recorded video(lesson) suffice for attending the Live Lesson, hence, count as "present"? No! These three things are also certain,... **a)** every technical mal-function is registered by the system. By using the IP number of every computer, it is technically possible to detect which IP had difficulty entering the Online class at a particular time (tried but failed), **b)** It is technically possible to follow the "Login Trend" of each student. **c)** the system registers/monitors a "re-watch" (which student watched the video again).

Important: A "Re-watch" **WILL NOT** suffice as having been present in a lesson. In other words, because a student watches a recorded lesson **DOES NOT** mean the student was "present" during a particular lesson. **So, it is vital that students join and participate actively.**

Watching a recorded lesson after attending a regular lesson is highly recommended. It will foster better comprehension.

LESSONS & THEIR CORRESPONDING WEEKLY HOURS

English Preparatory School Summer School Lessons & Weekly Hours

DEGREE GROUP	
Lessons	**Weekly Hours**
Reading	6
Listening / Speaking	6
Grammar	8
Writing	4
	24

NON DEGREE GROUP	
Lessons	**Weekly Hours**
Reading	4
Listening / Speaking	4
Grammar	8
Writing	4
	20

For Further Enquiries (For Students)

- During the Summer School Program, students should please personally consult with their Online Class Advisor for any enquiries. **Alternatively**, students could send an email to this address: **prepsummerinfo@gmail.com**

How To Access Your Online Lessons On Your UBİS

Step 1 (one)

Click Here To Access Your Lesson

Step Two (2)

Ana Menü
- Anasayfa
- E-Posta
- Hesap Ayarları
- İAU Burs Başvuru Ekranı
- Track Bilgilerim
- Track Devamsızlıklarım
- Track Sınav Sonuçlarım
- Yıl Sonu Başarı Durumu
- Ders Programım
- Elektronik Sınav Sistemi
- **Online Derslerim**
- Moodle
- Eğitim Bilgi Sistemi
- Online CV Formu
- Oturma İzni Evrak Teslim Randevusu
- Akademik Takvim
- Kayıt Bilgilerim
- Staj Bilgilerim
- Yerinde Uygulama (YUM)
- Sözleşme Oluşturma
- Sözleşme Oluşturma (Y.O.)
- Finans Bilgilerim
- Anketler & Formlar
- Kampüs Haritası

2	HAZIRLIK ÖĞRENCİLERİ İÇİN 2019-2020 YAZ OKULU KAYIT İŞLEMLERİ	23.07.2020
3	2019 -2020 SUMMER SCHOOL REGISTRATION PROCEDURES	23.07.2020
4	Pandemi Dönemi Staj İşleyişi Hk.	16.07.2020
5	Uluslararası Öğrencilerimizin Dikkatine | To the Attention of International Students	16.07.2020
6	2020 Erişilebilirlik Yılı İlan Edildi	19.02.2020
7	Oturma İzni ile İlgili Bilgilendirme	31.01.2020
8	Residence Permit Application Procedures for International Students! |Uluslararası Öğrenci Oturma İzni Başvuru Prosedürleri!	31.10.2019

Tüm Haberler

Fakülte/Bölüm Duyuruları

	Duyuru	Tarih
1	Lisansüstü Tanıtım Günleri Hk.	29.05.2020
2	About Thesis Defence and Project Submission Dates	27.04.2020
3	Tez Savunması ve Proje Teslim Tarihleri Hk.	27.04.2020
4	2019-2020 Bahar Döneminde Kayıt Dondurma İle İlgili Bilgi Notu	02.04.2020
5	NOTIFICATION IN RESPECT OF SUSPENDING REGISTRATION FOR 2019-2020 ACADEMIC YEAR SPRING SEMESTER	02.04.2020
6	2019-2020 Bahar Dönemi Uzaktan Eğitim Süreçleri Hakkında Bilgi Notu / Information Note About Distant Education Processes of 2019-2020 Spring Term	02.04.2020

[+] Geri Bildirim ©IAU | @162

Click Here To Find Your Lesson Program / Schedule

Step Three (3)

To Access Your EXAMS (Quizzes, Mid-Term, ELAT, Proficiency)

GOOD LUCK!