WE EQUIP OUR STUDENTS WITH FUTURE SKILLS!

Recent political, demographic, technological and ecological changes will result in major disruptions to labor markets creating new jobs and transforming how and where people do their jobs. This will change the necessary skill sets which means that we need to pay more attention to life-long learning, re-skilling and up-skilling more than ever before.

We adopted an education philosophy to equip students with these future skills. We believe that the future of work requires people who are sensitive to the complex, ever-changing needs of human beings, societies and the planet and who are able to develop innovative solutions to these needs. Our varied and flexible curriculum which offers electives from astronomy to innovation, from popular culture to ecology and planetary thinking promotes a vibrant inter-disciplinary education supporting critical, ethical and creative thinking.

We believe in the value of asking questions as well providing answers. We think that application matters as much ideas. For that reason, we extensively use experiential learning methods, simulations, cases and applied projects in our teaching. By providing opportunities for productive and effective internships, our students gain work experience before graduating. With wide range of double major and minor degree opportunities and cross-faculty electives we equip our students with the skills to study work phenomena from different disciplinary angles and make creative connections.

We are dedicated to scholarly excellence. Our faculty is exceedingly productive in terms of research, they publish their work in highly reputable international academic journals and present their work at prestigious academic conferences. In addition to creating knowledge research which contributes to the development of science, our faculty is very active in transferring this knowledge to private and public enterprises and NGOs through applied projects.

We are very proud to contribute to the development academic, business and social life with our undergraduate and graduate programs, life-long learning activities and

research projects since the establishment of our university. We invite you to be part of this development.

Prof. Dr. Burcu GUNERI CANGARLI
Dean, Business Faculty

ABOUT BUSINESS FACULTY

Since the establishment of IUE, Business Faculty creates impact through three key activities:

- Providing student and practice-oriented education that prepares today's students for tomorrow's business and social challenges,
- Partnering with the businesses and NGOs to contribute their effective functioning and address social issues,
- Producing and disseminating sound research in the academic platforms.

We have 6 undergraduate programs;
- Economics,
- Business Administration,
- Logistics Management,
- Political Science and International Relations,
- Accounting and Auditing,
- International Trade and Finance.

The medium of instruction is English. We encourage our students to have intercultural education and internship experience through Erasmus partnerships and double-degree agreements. Different methods for applied learning such as projects, simulations and internships are at the heart of our curriculums.

In Graduate School, we also offer masters and Ph.D. programs such as Executive MBA, MBA, Financial Economics, Logistics Management, Political Science and International Relations and Sustainable Energy (https://lisansustu.ieu.edu.tr/en).

All of our activities are designed and aligned according to our vision of "creating future leaders for Turkey and the world, to offer better lives for people".

LANGUAGE

The language of instruction at lzmir University of Economics is **English.** AII lectures, presentations, discussions and questions MUST be conducted in English. Any lectures, questions and/or presentations in other languages are NOT accepted.

ETHICAL BEHAVIOR

All academic and administrative personnel working at the University and everyone benefitting from the services procured are subject to the respective rules and procedures stated in the Ethics Committee Regulation and Ethics Committee Codes of Practice.

Please read https://www.ieu.edu.tr/en/bylaws/type/all

ACADEMIC CALENDAR

can be found at https://www.ieu.edu.tr/en/akademik-takvim

COMMUNICATION

The key to all of the above is communication. You are advised to constantly stay in touch with your Department Head in the event that ANYTHING unusual or inappropriate occurs. This may include, but is not limited to, cancellation of a class due to an emergency, a majority of the students in a class failing entirely, cheating/copying on a large scale, improper student behavior towards an instructor, etc. it is by sharing such problems with the administration that the situation can be handled most effectively and correctly.

SMART CAMPUS

OASIS

The university lnternet portal to administering your classes is called OASIS (an abbreviation for "Organizational and Administrative Student lnformation System"), which can be accessed at **https://oasis.izmirekonomi.edu.tr/login**.

After logging in with your ID number and password, you can check your teaching schedules, print out attendance sheets, and submit grades. You may keep your grades in Excel or blackboard and then upload to OASIS at the end of the semester or enter your grades in the OASIS throughout the semester.

Please note that after entering final letter grades into the OASIS system at the end of the semester, instructors must then print out two copies of each, sign, and submit these to Dean's office. For the courses with coordinators, each instructor needs to sign copies of the print out.

Also on the OASIS system, instructors can find information about ANY student in the university (not just their students in each class) and send e-mails to them. OASIS also makes it possible to send bulk mails to all students enrolled in your classes. It is advisable to use OASIS to contact students rather than their personal Hotmail, Gmail or Yahoo accounts.

BLACKBOARD LEARN

Blackboard Learn is an internet-based learning management system designed to enhance and enrich instructional activities by enabling instructors to manage and create their course materials, assignments and exams.

In addition, instructors can easily communicate with their students online and manage class discussions and collaborative projects using blogs, discussion boards and forums which are available on Blackboard Learn. Students will be able to access all of these features any time of the day via any medium with İnternet connection. Blackboard Learn facilitates student learning and enhances their engagement with the course material.

Faculty members are required to set their respective Blackboard pages by logging into the system via https://ieu.blackboard.com/ultra. Your Blackboard credentials are by default the same with your OASIS User Code and Password. Some sections of your blackboard course may require standardization, such as your syllabi, or when the course is offered multi section, so please contact your department head, and course coordinator (if applicable).

At the beginning of each semester courses that **have been listed** on OASIS and have their instructors assigned become accessible on Blackboard Learn, and instructors can start building their course content.

Teaching and Learning Center (TLC) provides support materials for effective use of Blackboard. They are accessible at:

https://www.ieu.edu.tr/tlc/en,

https://ieu.blackboard.com/ultra/organizations/_4881_1/cl/outline

PANOPTO

Another online platform that is used in IUE Smart Campus is Panopto. Panopto is a video platform that provides integrated video recording, video streaming, and video content management software. Panopto allows instructors to record audio, video and their computer screen (Powerpoint or any software application) directly from their desktop. It also includes a video search engine that makes it possible to search inside videos for words mentioned by the presenter or shown on their slides. With these features, Panopto will enable students to access their class and watch the lesson live via their computer, smart phone or tablet when they are unable to attend classes.

In order to record your asynchronous session with Panopto, please start the computer, and log into Panopto software with your Blackboard credentials (which, by default, are the same with your OASIS User Code and Password). You can then choose your respective course and section, and begin recording the session. Then, you can upload the video and share it with your students on Blackboard Learn.

While uploading Panopto videos, adding the course code with a "short" subject heading

will make it easier for students to access and benefit from. (For example, "GEHU205 W1 Introduction to ABC 11 October 2021" [date is assigned automatically]). It is recommended to avoid using long headings.

Teaching and Learning Center (TLC) provides support materials for effective use of Panopto. They are accessible at: https://www.ieu.edu.tr/tlc/en/akademisyenler-icin-akilli-kampus-destek.

If you face any academic or technical problems regarding Blackboard, Panopto, you can contact to via email tlc@ieu.edu.tr or itsupport@ieu.edu.tr or phone: 0232-4888279.

LECTURING

CLASS SCHEDULES AND MULTIPLE SECTION CLASSES

Department head is the contact person for all scheduling and/or staffing issues/problems (who will teach what, and when). Multiple section courses with different instructors have a coordinator assigned by the department head.

MANAGING THE COURSES WITH MULTIPLE SECTIONS

An administrative decision was taken for some courses with multiple sections and with the same instructor(s) to be conducted as one or two hours of the class with the whole group, and one or two hours in small groups. If you have been informed about this course structure by your department heads, you should make a few arrangements in your courses on Blackboard. You can get further assistance from research assistants or TLC TLC@ieu.edu.tr.

MISSING CLASSES

lf for a reason you miss a class hour, please make sure that you have informed your students earlier and fill out a form stating the time you plan to schedule a make-up session. You can find the best time that fits your students by using OASIS ("find available hours" module under Courses). You need to submit the "Make-up Session Form" to Ayca Erdem (ayca.erdem@ieu.edu.tr).

SYLLABI

A syllabus informs the students about the content, objectives, and requirements of the course, as well as weekly scheduling of the topics. It represents a "contract" between the instructor and the students, and it CAN NOT be changed mid-semester. This is particularly critical as you will have to comply with the assessment scheme you have announced on the syllabus.

At the beginning of each semester, you may update the weekly content, textbooks and reading materials and evaluation system on the syllabus. However, course objectives, description, learning outcomes cannot be changed without the approval of the related organs (Faculty Board and Senate). The deadline of the syllabus update will be announced by the secretary via email. The example syllabus is shown below; http://ects.ieu.edu.tr/syllabus.php?section=mv.vs.ieu.edu.tr&course_code=TRH%20101

Instructors may share the syllabus on the Blackboard Learning Management System. Apart from the institutional (shared on the IUE websites) course syllabus, instructors who want to convey detailed information to their students about the course, can access a sample of the syllabus attachment at Blackboard=>Organizations=>TLC Organization for Faculty=>Useful Resources page.

Click on the link below to access training session video on Syllabus design: https://panopto.ieu.edu.tr/Panopto/Pages/Viewer.aspx?id=1960debf-385c-4335-9d97-acef00940318

STUDENT ASSESMENT

ldeally, as many types of assessment methods as possible - exams, quizzes, homework, projects, presentations, etc. - should be utilized by the instructors to test the skills and knowledge of the students, NOT their ability to take exams and spit back memorized information. This does NOT mean giving the students more work; it means giving the students many different ways to show what they have learned.

Accordingly, in the course designs, you are expected to act by the following principles.

a. In accordance with the previous Senate decisions, the weight of multiple choice and true/false questions should not exceed 25% in midterm exams or finals,

b. For multiple choice, true/false and short answer questions, a bulk of questions should be prepared and randomly assigned to students.

c. The total weight given to the quizzes, which consist of all multiple choice and true/false type questions, should not exceed 20% within the evaluation criteria,

d. Open-ended essay questions should be included in exams,

e. Safe Assign software (available on Blackboard) should be used for homework and exam uploads,

f. Considering the students' needs to interact with each other, group work should be encouraged,

g. Projects and presentations should be included if possible in the evaluation criteria,

h. Attendance is mandatory in both face-to-face and online classes – 80% in applied courses and 70% in theoretical courses.

i. Guest speakers can be invited to the courses with appropriate content.

BOLOGNA PROCESS

Every course should follow the Bologna syllabus format that includes the following information:

- General information: Course Name, Course Code, Semester Credits, Course Type, etc.
- General information: Course Objectives, Course Learning Outcomes, Course Content
- Weekly subjects and related preparation
- Sources (textbooks, computer software, readings, cases, etc.) Evaluation System (grading)
- Course Category

- The relationship between course learning outcomes and program efficiency-qualifications
- ECTS / workload table

Bologna system presumes that each student can work between 750 to 900 hours per semester. This translates into 30 ECTS (European Credit and Academic Transfer System) per semester. When determining the ECTS credit for a course, expected work hours of a student is used.

The syllabi should be prepared in the Bologna format and sent to the departmental web coordinator to be uploaded on the website at the beginning of a semester, and cannot be changed later. lf there is extra information not covered by Bologna syllabus, extra hand-outs may be distributed to the students or uploaded to Blackboard far the particular course. In addition, every instructor has her or his own web page (e.g. **people.ieu.edu.tr/en/~first-name-of-the-instructor-fallowed-by-the- last-name),** where they can store extra material.

Please provide a copy of the syllabi, if yours include additional requirements to **(sinem.deri@ieu.edu.tr)** for faculty archive.

At the end of each semester, a Bologna folder should be prepared for each course. Details are provided at http://bologna.ieu.edu.tr/en/

COURSE ARCHIVE

All work completed and submitted by students and used in determining their grades (exams, quizzes, term projects etc.) must be collected and submitted together in special brown archival envelopes to secretaries at the end of the "grade objection period" (itiraz) of each semester. This period starts when the letter grades are officially available to the students and ends on the seventh date following the announcement date.

According to the Higher Council Education, the instructors should submit the following teaching materials in archive folder for each course;

- Syllabus
- Attendance List
- Assignments
- Midterm Exams
- Midterm Exam Answer Key
- Quizzes
- Quizzes Answer Key
- Final Exam
- Final Exam Answer Key

All these materials can be submitted on CDs, hardcopy submissions are not mandatory.

GRADING SCALE

The university uses a double-letter system from AA to FF, with corresponding grade points to determine a student's "grade point average". See REGULATION FOR ASSOCIATE AND UNDERGRADUATE DEGREE EDUCATION AND EXAMINATIONS at http://www.ieu.edu.tr/en/bylaws/type/read/id/72.

Instructor may fallow the cut off scale below or adjust the cut off far letter grades on the OASIS grading page. lf you want to change the cut- off points please clarify your grading scale with the Dean before adjusting it on the OASIS.

RESEARCH ASSISTANTS

Research assistant is the assistant lecturer who assists in the education, research, observations and experiments carried out in the higher education institutions, as well as performing other related duties assigned by concerned organs.

At our school our research assistants are mainly responsible for coordinating course materials/exam room arrangements especially for multi-section classes, and classes given by part time faculty. Because our research assistants are pursuing a graduate degree at the same time, and are limited in number, we cannot assign a research assistant solely to a faculty member, and assistance provided by them should therefore be "shared" among faculty. According to the university policy, research

assistants are not permitted to lecture, but can offer recitations besides regular teaching hours.

FACILITIES

EKOID SYSTEM

EkoID allows the users to have access to the university e-mail accounts, personal web pages, announcement system, printer system, wireless İnternet network, and many online IT services.

You can activate your EkoID account at http://ekoid.ieu.edu.tr. With the username and password, you can log in to both the WEBMAIL" (https://webmail.izmirekonomi.edu.tr/) system and the classroom computers at our university. If you need any help, you can reach the technical support at HelpDESK (itsupport@ieu.edu.tr).

E-MAIL SERVICES

Any full-time new academic and administrative staff is assigned a personal e-mail account from the start of their employment. The e-mail account addresses are formatted as below:

name.lastname@ieu.edu.tr

Access to e-mail accounts through web from anywhere on the world as well as from desktops and mobiles is available (Thunderbird, Outlook, Eudora, ete.). Part-time faculty may continue to use their own email addresses to use OASIS.

ANNOUNCEMENT SYSTEM- EMAX

This is a system that manages University announcements. EMAX announcements can be accessed from anywhere anytime. EmaX also keeps an archive of all the announcements thus allowing the users to have access to past announcements. Click below to have access to EmaX Announcement System:

http://emax.ieu.edu.tr

IT SUPPORT SERVICE

Instructor can access the HelpDESK support service even more easily. Instructor can now send your technical support requests about the unit to the technical team to the

existing "itsupport@ieu.edu.tr" e-mail address and through the extension number "8279".

OFFICE
If part-time professors need an office, they can request assistance from the Faculty Secretariat on the 8th Floor of Block C.