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|  | **ÇANKAYA UNIVERSITY**  **Faculty of Arts and Sciences** **Course Definition Form** |

This form should be used for either an elective or a compulsory course being proposed and for a curriculum development process for an undergraduate curriculum at Çankaya University, Faculty of Arts and Sciences. Please fill in the form completely and submit the print-out carrying the approval of the Department Chair to the Dean's Office and mail its electronic copy to [serpilkilic@cankaya.edu.tr](mailto:serpilkilic@cankaya.edu.tr). Upon receipt of *both copies*, the print-out will be forwarded to the Faculty Academic Board for approval. Incomplete forms will be returned to the Department. The approved form is finally sent to the President’s office for approval by the Senate.

**Part I. Basic Course Information**

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| **Department Name** | ENGLISH LANGUAGE AND LITERATURE | | | | **Dept. Numeric Code** | | |  |  | | --- | --- | | 2 | 1 | |
| **Course Code** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | E | L | L | 1 | 2 | 5 |  | | **Number of Weekly Lecture Hours** | |  | | --- | | 3 | | **Number of Weekly Lab/Tutorial Hours** | |  | | --- | | 0 | | **Number of Credit Hours** | |  | | --- | | 3 | |
| **Course Web Site** | http:// ell.cankaya.edu.tr | | | | **ECTS Credit** | | |  |  | | --- | --- | | 0 | 4 | |

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| **Course Name**  *This information will appear in the printed catalogs and on the web online catalog.* | |
| English Name | Listening and Note Taking Skills |
| Turkish Name | Dinleme ve Not Alma Becerileri |

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| **Course Description**  *Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog.*  *Maximum 60 words.* |
| This course is designed to make students improve their listening skills particularly in literary English. Through skimming and scanning techniques students will be trained to get the essence of the material as well as to comprehend and list the specific information in the texts they are listening to. In this way, students are expected to be able to extract relevant points and correctly summarize the texts they have listened to. The course will also focus on higher level listening skills and strategies such as note-taking, predicting, extracting specific and detailed information, guessing meaning from context, and getting the gist through content-based activities. |

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| **Prerequisites**  (if any)  *Give course codes and check all that are applicable.* | 1st   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | 2nd   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | | | 3rd   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | | 4th   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | |
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| Consent of the Instructor | | | Senior Standing | Give others, if any. | | |
| **Co-requisites**  (if any) | 1st   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | 2nd   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | | | 3rd   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | 4th   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | |
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| **Course Type**  *Check all that are applicable* | Must course for dept.  Must course for other dept.(s)  Elective course for dept.  Elective course for other dept.(s) | | | | | | |

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| **Course Classification**  *Give the appropriate percentage for each category.* | | | | | |
| Category | **Social Sciences** | **Languages** |  |  |  |
| Percentage | 90 | 10 |  |  |  |

**Part II. Detailed Course Information**

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| **Course Objectives**  *Maximum 100 words.* |
| To:  Teach students techniques of listening  Make them familiar with note taking techniques  Give students opportunities to develop their skills progressively from easier to more difficult tasks  Assist students acquire both intensive and extensive listening skills |

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| **Learning Outcomes**  *Explain the learning outcomes of the course. Maximum 10 items.* |
| Students will be able to   1. Recognize words and identify grammatical groupings of words 2. Learn and develop listening strategies 3. Get a better understanding of both the main points and details on the listening text. 4. Recall important ideas listened beforehand 5. Use background knowledge and context to predict and confirm meaning |

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| **Textbook**(s)  *List the textbook(s), if any, and other related main course material.* | | | | |
| Author(s) | Title | Publisher | Publication Year | ISBN |
| Phyllis Lim  William Smalzer | *Noteworthy: Listening and Notetaking Skills* | Thomson Heinle | 2005 | 1-4130-1256-6 |
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| **Reference Book**s  *List, if any, other reference books to be used as supplementary material.* | | | | |
| Author(s) | Title | Publisher | Publication Year | ISBN |
| Patricia Dunkel  Frank Plalorsi | *Advanced Listening Comprehension:*  *Developing Aural and Notetaklng Skills, Third Edition* | Thomson Heinle | 2005 | 1-4130-1255-8 |
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| **Teaching Policy**  *Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)* |
| Lectures and class discussions. |

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| **Laboratory/Studio Work**  *Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work and list the names of the laboratories/studios in which these sessions will be conducted.* |
| None. |

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| **Computer Usage**  *Briefly describe the computer usage and the hardware/software requirements for the course.* |
| Audio-visual materials |

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| **Course Outline**  *List the weekly topics to be covered.* | |
| Week | Topic(s) |
| 1 | Introduction to the course  Listening process  Qualities of a good listener |
| 2 | Passive and Attentive Listening |
| 3 | Interactive Listening |
| 4 | Listening for Global Understanding  Listening for details |
| 5 | Note Taking while listening  Selective Listening  Use symbols and abbreviations |
| 6 | Note Taking Techniques while listening  Listening for main ideas |
| 7 | Note Taking Techniques while listening  Listening to summarize |
| 8 | Cornell Method |
| 9 | Outline Method |
| 10 | Listening to literary works |
| 11 | Listening to literary works |
| 12 | Listening to literary works |
| 13 | Listening to literary works |
| 14 | Review of listening techniques |

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| **Grading Policy**  *List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.* | | | | | | | | |
| Assessment Tool | Quantity | Percentage | Assessment Tool | Quantity | Percentage | Assessment Tool | Quantity | Percentage |
| Homework |  |  | Case Study |  |  | Attendance |  |  |
| Quiz(es) | 3 | 30% | Lab Work |  |  | Field Study |  |  |
| Midterm Exam | 1 | 35 % | Classroom Participation |  |  | Project |  |  |
| Term Paper |  |  | Oral Presentation |  |  | Final Exam | 1 | 35 % |

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| **ECTS Workload**  *List all the activities considered under the ECTS.* | | | |
| Activity | Quantity | Duration  (hours) | Total Workload  (hours) |
| Attending Lectures (*weekly basis*) | 14 | 3 | 42 |
| Attending Labs/Recitations (*weekly basis*) |  |  |  |
| Compilation and finalization of course/lecture notes (*weekly basis*) | 14 | 1 | 14 |
| Collection and selection of relevant material (*once*) |  |  |  |
| Self study of relevant material (*weekly basis*) | 13 | 2 | 26 |
| Take-home assignments |  |  |  |
| Preparation for quizzes |  |  |  |
| Preparation for mid-term exams (*including the duration of the exams*) | 1 | 4 | 4 |
| Preparation of term paper/case-study report (*including oral presentation*) |  |  |  |
| Preparation of term project/field study report (*including oral presentation*) |  |  |  |
| Preparation for final exam (*including the duration of the exam*) | 1 | 14 | 14 |
| TOTAL WORKLOAD **/** 25 | | | 100/25 |
| **ECTS Credit** | | | **4** |

*Total Workloads are calculated automatically by formulas. To update all the formulas in the document first press CTRL+A and then press F9.*

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| **Program Qualifications vs. Learning Outcomes** *Consider the program qualifications given below as determined in terms of learning outcomes and acquisition of capabilities for all the courses in the curriculum. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right.* | | | | | | |
| **No** | **Program Qualifications** | **Contribution** | | | | |
| **0** | **1** | **2** | **3** | **4** |
| 1. | Students will have a high general level of English |  |  |  |  | **x** |
| 2. | Students will have a reasonable knowledge of Linguistics |  |  |  |  | **x** |
| 3. | Students will be able to express themselves imaginatively and to innovate. They will be keen to build on and extend their knowledge |  |  |  | **x** |  |
| 4. | Students will be able to respond to and discuss literary texts orally |  | **x** |  |  |  |
| 5. | Students will take an active role in ethical issues related to their area of study. They will take responsibility in matters of cultural heritage. | **x** |  |  |  |  |
| 6. | Students will have the ability to think analytically and express their judgements, especially in essay form |  | **x** |  |  |  |
| 7. | Students will plan and contribute to social and cultural events, taking responsibility, whether in teams or in individual work | **x** |  |  |  |  |
| 8. | Students will learn to serve society by passing on knowledge, and by contributing, whether in schools, cultural institutions, or elsewhere |  |  |  | **X** |  |
| 9. | Students will have a competence in using computers |  |  | **X** |  |  |
| 10. | Students will be able to give up-to-date assessments of literary periods in English literature | **x** |  |  |  |  |
| 11. | Students will have an ability to discuss culture with a knowledge of related disciplines and subjects like multiculturalism and gender studies |  | **x** |  |  |  |
| 12. | Students will have knowledge of main research techniques and methods. They will be able to use source materials |  |  | **x** |  |  |
| 13. | Students will be able to assess other literatures than English | **x** |  |  |  |  |
| 14. | Students will have a background in literary theory |  | **x** |  |  |  |
| 15. | Students will have a training in translation |  |  |  |  | **x** |

Scale for contribution to a qualification: **0**-none, **1**-little, **2**-moderate, **3**-considerable, **4**-highest

**Part III New Course Proposal Information**

*State only if it is a new course*

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| Is the new course **replacing** a former course in the curriculum**?** | | | | Yes | No | Former Course’s Code   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | E | L | L | 1 | 0 | 9 |  | | | | | Former Course’s Name  Linguistics | |
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| Is there any similar course which has content **overlap** with other courses offered by the university**?** | | | | Yes | No | Most Similar Course’s Code   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | | | | Most Similar Course’s Name | |
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| **Frequency** of Offerings  *Check all semesters in which the course is to be offered.* | | | | Fall  Spring  Summer | | | | | | | |
| **First** Offering | Academic Year | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 2 | 0 | 1 | 5 | / | 2 | 0 | 1 | 6 | | | | | Semester | | Fall  Spring | | |
| Maximum **Class Size** Proposed | | |  | | --- | | 25 | | Student **Quota** for Other Departments | | | | |  | | --- | | 5 | | Approximate **Number of Students** Expected to Take the Course | | | |  | | --- | | 15 | |
| **Justification for the proposal**  *Maximum 80 words* | | | | | | | | | | | |
| This course is necessary for students to improve their listening skills with skimming and scanning techniques, and students will be trained to have a better understanding of their future courses. | | | | | | | | | | | |

**Part IV Approval**

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| **Proposed by** | Faculty Member  *Give the Academic Title first.* | Signature | Date |
| Yağmur Demir |  | 25.06.2015 |
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| Departmental Board sitting date |  | Sitting number |  | Motion number |  |
| Department Chair | Assoc. Prof. Dr. Özlem Uzundemir | Signature |  | Date | 26. 06. 2015 |

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| Faculty Academic Board sitting date |  | Sitting number |  | Motion number |  |
| Dean | Prof. Dr. Billur KAYMAKÇALAN | Signature |  | Date | 29. 06. 2015 |

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| Senate  sitting date |  | Sitting number |  | Motion number |  |