



UNIVERSITY OF
BAKIRÇAY

SCHOOL OF
FOREIGN LANGUAGES



CURRICULUM AND MATERIAL DEVELOPMENT UNIT (CMDU)

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CURRICULUM AND MATERIAL DEVELOPMENT UNIT (CMDU)

The Curriculum and Material Development Unit is responsible for determining the level objectives, preparing the syllabi and informing the instructors and students about them. The unit also prepares supplementary materials to support the textbook content in line with the needs of instructors and students.

Duties and Responsibilities

- Preparing the syllabi for each level within the framework of learning objectives and learning outcomes,
- Informing the instructors about the syllabi before the academic year starts,
- sharing the syllabi with the school personnel to have them announced on the school website,
- Determining the areas that students need to improve based on the quiz and mid-term results provided by the TAU,
- Preparing printed/digital resources for the areas that students need to improve,
- Informing the instructors about the teaching resources and how to access them,
- Comparing the content of current course resources with the learning objectives and outcomes of the School of Foreign Languages Preparatory School,
- Preparing and providing supporting materials in order to make up for any missing content in these resources,
- Informing the instructors about the supporting materials and how to access them.

Unit Members

Coordinator	Instructor Bensu ZAMBAK
Member	Instructor Ayça Berna BÖCÜ
Member	Instructor Tuba KEYVANOĞLU

CURRICULUM AND MATERIAL DEVELOPMENT PROCESSES

Preparation of Course Syllabi

- The Curriculum and Material Unit determines the objectives and outcomes based on English proficiency levels of the School of Foreign Languages Preparatory Classes.
- The Unit prepares course syllabi for each level within the framework of the objectives and outcomes determined for each level.
- The unit informs the instructors about the course syllabi at least one week before the start of the academic year.
- The unit submits the syllabi to the personnel responsible for the web page to be published on the School's website.

Preparation of Supplementary Material (Student-Focused)

- With the support of the Testing and Assessment Unit, the unit identifies the areas that students need to improve based on quiz and midterm results.
- The unit prepares printed/digital resources for the areas that students need to improve.
- The unit informs instructors about resources and how to access them.

Preparation of Supplementary Material (Course Material-Focused)

- The Curriculum and Material Development Unit determines the objectives and outcomes based on the English proficiency levels of the School of Foreign Languages Preparatory Classes.
- The unit compares the content of the course resources with the set objectives and outcomes.
- The unit prepares supplementary materials to provide the content that is missing in the resources and to address these deficiencies.
- The unit informs the instructors about the supplementary materials and their accessibility.