



COMMUNICATION AND DESIGN

Bilkent University



COMD ONLINE TEACHING PROTOCOLS

In order to reduce the number of students in classrooms and on campus, Bilkent University is adopting a hybrid mode of teaching during the 2020-21 Fall semester, comprised of a combination of **online** and **in-class/face-to-face** teaching. **All exams and major evaluation activities will be carried out in-class and face-to-face.** The course schedules have been completely redesigned for this purpose.

Hybrid courses mean that one group of students are attending a face-to-face lecture in the classroom while the remaining students simultaneously attend the same lecture online via Zoom, with each group alternating between in-class and online modalities. The detailed university policy, including coming to campus according to odd or even student ID numbers, can be found at:
<https://w3.bilkent.edu.tr/bilkent/remote-teaching-at-bilkent-university/>

Students who, for any reason, cannot attend in-class lectures may attend through Zoom with no penalty to their attendance scores.

For all online classes on Zoom, **the university requires on-camera participation for full credit.** All students must:

- Sign in using Bilkent email credentials,
- Turn on camera and mute microphone at the beginning of each session,
- Dress appropriately,
- Ensure inoffensive surroundings/background on screen,
- Keep their full name on screen throughout the session,
- Participate actively in class discussion,
- Follow directions given by the instructor.

Students who do not follow these regulations online may lose points from the attendance and participation components of their class. If temporary circumstances prevent you from turning on your camera for a particular session, please contact the instructor via email in advance.

Under the online and hybrid models of instruction, disciplinary action will be taken in response to the following forms of misconduct:

- Not using the camera in Zoom classes without prior instructor permission,
- Appearing in person out of turn,
- Not wearing or improperly wearing masks in classrooms and/or public areas on campus,
- Failing to follow university health protocols.

<https://w3.bilkent.edu.tr/bilkent/information-about-coronavirus/>

Students must attend in person any laboratory and studio hours that are held exclusively face-to-face. However, an instructor has the discretion to remove a student from the classroom for not following required health protocols or being present when they were not scheduled to be in class. In such cases, further disciplinary action may also be taken.

Please check the active schedule displayed on SRS and AIRS at least once per week, and keep up to date with instructor and university correspondence.