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| **Electrical Engineering - Course Portfolio Checklist** |
| Academic Term:  Course Code and Name:  Lecturer: |
| Cover page (DersDosya.doc )  *A cover page on which name of course, code of course, term, CRN, lecturer and date are written*  *(should be signed by the lecturer)* |
| Lecturer's evaluation of the course and suggestions for amelioration of the course in the future  *While preparing this document please make sure that it includes the course name, code and CRN info. This form should also be dated and signed by the lecturer teaching this course.* |
| Info related to the course (info given to the students in the first lecture)  *Short intro to the course, lecturer (email, room no, interview hours), assistant (email, room no, interview hours), course time and place, course book, reference sources, preliminary conditions, grading system, homework studies, in-class applications (short exams), course learning printouts, rules for homework problems, homework assessment system, group (team) study and expectations, route for establishment of groups (form to be filled by students for establishment of groups)* |
| Grade distribution  *List of all grades received by students on the scale of 100 (together with student name, surname and number), student grade shown as letter grade, course success evaluation form and the graph showing the distribution of letter grades (which can be obtained from sis.itu.edu.tr)* |
| Course success info form  *Success form related to the course can be filled out from the website of EEP. After filling out the form, you may obtain a printout of the page produced by pressing the "submit" button and can add it to the ABET course file.* |
| Surveys  *Performed by the university and others* |
| Pre Test (if available)  *1. Problems and solutions*  *2. Example solution papers of students (highest, average, lowest scores)* |
| Homework studies (if available)  *1. Problems and solutions*  *2. Example solution papers of students (highest, average, lowest scores)* |
| Term project (if available)  *1. Term project document*  *2. Project evaluation criteria*  *3. Form to be filled by students for establishment of groups and list of formed groups*  *4. Examples of term project reports (highest, average, lowest scores)* |
| In-class applications (for short exams – if available)  *1. Problems and solutions*  *2. Examples of solution papers of students (highest, average, lowest scores)* |
| Exams (for midterm and final exams)  *1. Problems and solutions*  *2. Examples of solution papers of students (highest, average, lowest scores)* |