

 TS EN ISO 9001:2015	T.C. İZMİR KÂTİP ÇELEBİ ÜNİVERSİTESİ Yabancı Diller Yüksekokulu	
	ACADEMIC STAFF ORIENTATION FORM	Dok. No: FR/YDYO/05
		İlk Yayın Tar.: 2.02.2023
		Rev. No/Tar.: 00/... Sayfa 1 / 1

**İZMİR KATIP CELEBI UNIVERSTIY SCHOOL OF FOREIGN LANGUAGES
PROFESSIONAL DEVELOPMENT UNIT(PDU) ORIENTATION FORM**

Name & Surname:	
Starting Date:	
Supervisor's Name:	

Please tick what you have completed with your supervisor instructor	
1	I met the director and vice directors
2	I met the Preparatory Class Coordinator and got a brief information
3	I met the ILC and Material Development Coordinator and got a brief information
4	I met the PDU Coordinator and got a brief information
5	I visited Testing Office and learnt the evaluation and examination system accurately
6	I observed at least 1 Main Course lesson Please specify the date and time of the lesson here: Date: _____
7	I gave at least 1 Main Course lesson and was observed by my supervisor and we discussed about the observed lesson afterwards. Please specify the date and time of the lesson here: Date: _____ Time: _____
8	I have learnt the Preparatory Class teaching system accurately
9	I have been introduced to other responsible people at school including the workers in Secretary, Student Affairs and Personnel Affairs.
10	If you are interested in working in a particular unit below, please tick them.
	Testing and Statistics Unit:
	Material Development Unit:
	Professional Development Unit (PDU):
	Other (please specify):
Instructor's Signature:	Supervisor Instructor's Signature
	PDU Coordinator's Signature:

***After completing this form, please give it back to PDU Coordinator.**

HAZIRLAYAN	KONTROL EDEN	ONAYLAYAN
Öğr. Gör. Burak Çavuş Öğretim Görevlisi Kalite Birim Sorumlusu	Erkan Küçükkılınç Strateji Geliştirme Dairesi Başkanı Bu belge, güvenli elektronik imza ile onaylanmıştır. Kalite Yönetim Temsilçisi	Doç. Dr. Murat Esen Yabancı Diller Yüksekokulu Müdürü