

# The Field Manual 1.0

MIS Department



[Download full manual from mis.academy](https://mis.academy)

A definitive study by MIS Department published August 2023

THE  
**FIELD MANUAL**

for Fellows and Members of

Department of Management Information Systems  
Faculty of Economics and Administrative Sciences  
University of Bakırçay, İzmir

Prof. H. Kemal İter, Ph.D.

2022

**IMPORTANT**

The Field Manual is a manifesto/operations manual for the Department of Management Information Systems, it is not a lexicon for the term of scientific field of MIS.

## Contents

1. Prologue
  2. Administration
  3. Research
  4. Activities
  5. Rules and Regulations
  6. Appendices
- Appendix A. Underlying Disciplines, Concepts and Theories Used
- Appendix B. Statements, Policies, Codes
- Appendix C. Related Occupations
- Appendix D. Course Offerings
- Appendix E. Rubrics
- Appendix F. Course Evaluation Form
- Appendix G. Exam Package Checklist
- Appendix H. Course Review Report Checklist
- Appendix I. Feedback Forms
- Appendix J. Undergraduate Academic Advisor Guide
- Appendix K. Exam Policy
- Appendix L. GP Guide
- Appendix M. Advisory Processes for Master's and Doctorate
- Appendix N. GT Guide
- Appendix O. Internship Guide
- Appendix P. VBT Guide

### PROLOGUE

Organizational culture is a unique property of an academic department to create and boost scientific value for humanity. Our department is established recently (2018) and we are willing to embed scientific best practices, and to create an efficient academic climate and culture in the *Department of Management Information Systems* (Dept. of MIS). With *The Field Manual*, we are trying to create a strategic framework to support main processes of the department.

In *The Field Manual*, readers can find various subjects which are related to departmental strategy and viewpoints, intrinsic workflows and approaches, implicit rules and regulations, current functions and actions. For many people this document may seemed to be an effort for nothing, a mental waste, or a weird point of view which try to create an artificial social architecture. However, such opinions will also be exist in the future regardless of efforts to create a knowledge-based society.

On the other hand, this document reflects a critical thinking exercise for the system which is based on verbalization. Document-based systems are more powerful and more sustainable as the reader can recognize their effects on various world-wide practices. So, we should create a well-documented architecture for an academic department to create more value for the society.

#### 1.1. Values

Our core values are based on the concepts declared below to get works done! They are bound to all processes related to the department.

OPEN. Open relationships between agents and parties.

FREE. Freedom of thought and speech in all processes.

PROACTIVE. Getting works done proactively.

CREATIVE. Making things as we dream.

RESPONSIBLE AND ACCOUNTABLE. Awareness of responsibilities of actions and obligations to report, explain, or justify processes.

#### 1.2. Scientific Viewpoint

We are, as researchers, doing science to arrive at knowledge and seeking new ideas which can be answers for questions. In the department, our main research domain is management information systems (plural) which includes mutual scientific areas and academic disciplines. Accordingly, Department of Management Information Systems is a multidisciplinary<sup>1</sup> academic unit at Faculty of Economics and Administrative Sciences of University of Bakırçay.

To do science is to follow a prescribed method to arrive at knowledge. As Rossiter (2013) notes that the scientific method is not a belief system or religious dogma, but rather a manner of thinking and working towards more complete knowledge of the world. It has been proven to be extremely successful in<sup>2</sup>:

- explaining the world as we observe it;
- predicting what can be further observed, e.g. new observations, new locations, repeat observations, the effect of interventions;
- engineering, i.e. building things that work.

---

<sup>1</sup> For more info: [https://hkilter.com/index.php?title=Monodisciplinary\\_vs\\_Pluridisciplinary\\_Research](https://hkilter.com/index.php?title=Monodisciplinary_vs_Pluridisciplinary_Research)

<sup>2</sup> Rossiter, D. G., *Research Concepts*. <http://www.itc.nl/personal/rossiter>, 2013.

Science is not prescriptive – it cannot say what *ought* to be done. It can, however, point out the probable consequences of certain actions, as objectively as possible. Therefore, we encourage and support our colleagues to let them for leveraging their personal limits and improving their scientific visions in all sense.

### 1.3. Educational Viewpoint

Our main purpose about the education is to build a creative environment with a must-have scientific knowledge level. Department has four programs at this moment, an undergraduate program, two master's programs (one with thesis, another without thesis), and a PhD program. Their curricula are carefully designed to support self-actualization, professional viewpoint, and knowledge-based creativity in theoretical and practical levels.

Addition to this, there is an online evaluation form for all MIS courses. By feedback, we are trying to improve course performances for everybody.

### 1.4. Administrative Viewpoint

Academic administration is a branch of university or college within employees responsible for the maintenance and supervision of the institution separate from the faculty or academics, although some personnel may have joint responsibilities. Some types of separate administrative structure exists at almost all academic institutions, hence as fewer and fewer schools are governed by employees who are also involved in academic or scholarly work in the world.

On the other hand, as a new academic unit of the university, we have no additional personnel to assign specific administrative roles. So, we should do almost all administrative assignments by ourselves. For this purpose, hopefully as a short-term solution, couple of commissions are established for taking care of some specific assignments. All members of the department are willing to help the chair's office for creating a decentralized department administration according to viewpoints of the department.

### 1.5 People

H. Kemal İltter, Ph.D., Chair

Erman Coşkun, Ph.D.

Abdulkadir Hızıroğlu, Ph.D.

Onur Doğan, Ph.D.

Emine Uçar, Ph.D.

Ourania Areta, Ph.D.

Hunaida Avvad, Ph.D.

Serhat Peker, Ph.D.

Fares Dael, Ph.D.

Ekin Akkol, Ph.D. Candidate

Ali Mert Erdoğan, MS

Burak Keskin

## Chapter 2

### ADMINISTRATION

Our department has no special administrative office, we are communicating in the way of nature! Departmental issues are discussed in the departmental board meetings which are holding at least one session per month. Faculty members have rights to vote on decisions while we are seeking a consensus.

#### 2.1. Code of Ethics and Code of Research

There are two comprehensive examples which can be considered to define department's code of ethics. We hope somebody need to write it in the future for the department itself. Until then, these two seem to be meaningful for the department.

- ACM Code of Ethics and Professional Conduct, <https://www.acm.org/about/code-of-ethics>
- Software Engineering Code of Ethics and Professional Practice, <https://www.acm.org/about/se-code>

There is a well written code of research from AIS, maybe we can put some issues on the table for Turkish academia soon.

- AIS Code of Research Conduct, [http://c.ymcdn.com/sites/aisnet.org/resource/resmgr/Admin\\_Bulletin/Admin\\_Bulletin\\_-\\_AIS\\_Code\\_of.pdf](http://c.ymcdn.com/sites/aisnet.org/resource/resmgr/Admin_Bulletin/Admin_Bulletin_-_AIS_Code_of.pdf)

#### 2.2. Delegation and Tasking

Chair's office is the main responsible point for all activities of the department in the official sense. Assigning various tasks to members of the department is one of the tasks of the chair's office. All assignments should be ready to discuss, present, or share at the due date by the respective members.

*Official groups*

AEC - Academic Encouragement Evaluation Committee

ERC - ERASMUS Committee

IBC - Internship and Vocational Business Training Committee

TEC - Undergraduate Transfer, Exemption, and Adaptation Committee

#### 2.3. Policies

The Department of Management Information Systems developed written policies in order to set a clear shared expectation for processes that we will hold ourselves accountable to the school (see § 6. Appendices).

#### 2.4. Communication

We communicate each other via mobile phone calls, text messages, and e-mail messages. Additionally some mobile apps like *WhatsApp* are really helpful for sharing instant ideas, photos, or short documents. In the professional sense, we are using *Microsoft 365*.

Our department has a *Twitter* account, [@ybs\\_bakircayedu](https://twitter.com/@ybs_bakircayedu) to share some important topics and valuable links with students.

## 2.5. Content Management Systems

We are using Mediawiki as a content management system (CMS) and a website. All information about the department is always updated on the chair's portal, <http://mis.academy>.

## 2.6. Official Documents and Forms

As a unit of the Faculty of Economics and Administrative Sciences, we are using a framework which is called *The System Book*<sup>3</sup> to handle all administrative processes related to the department. The book contains most of the documents, forms, and policy descriptions which are used in the department. We have a couple of additional forms and documents to be able to get feedback from members of the department, students, and third parties.

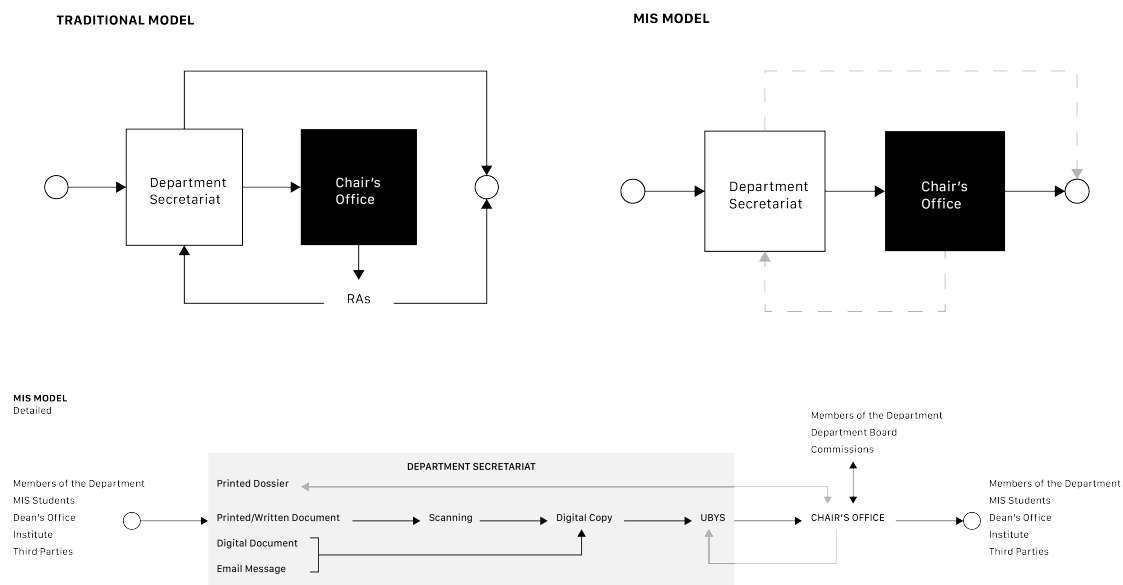


Figure. Document movements between parties.

## 2.7. Departmental Calendar (upcoming)

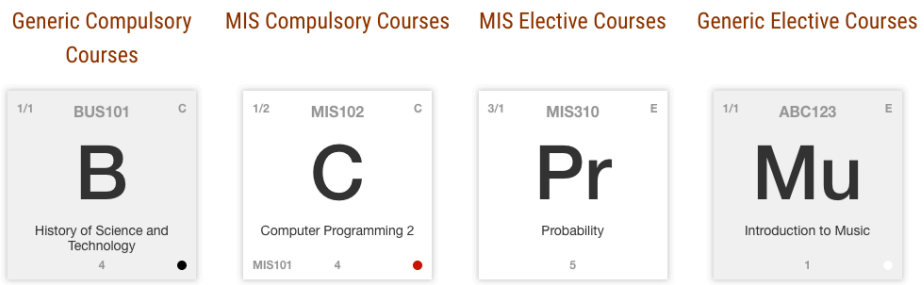
Department has a calendar which consists of important dates and milestones. It is currently hosted by *Office 365*. Every member of the department can access and manipulate it if needed.

## 2.8. Upcoming for Spring 2024

We are currently working on new ideas to implement for the year of 2024, such as (unsorted);

- KNOWLEDGE BASE. General MIS knowledge base (FAQ, Help, MIS literature essentials, Must read books, Issue tracking). [http://mis.academy/index.php?title=Knowledge\\_Base](http://mis.academy/index.php?title=Knowledge_Base)
- STYLE MANUAL. For homeworks, projects, theses, dissertations.
- MIS CORE. MIS research areas. Emphasizing key people in the area.
- COURSE CARDS. Beautiful cards (Course categories, MIS Career info, Elective courses).
- MIS ENTRY. Creating value from wasted electronics, renovation, donation for children.

<sup>3</sup> In preparation.



**Figure.** An example of course card collection.



## Chapter 3

### RESEARCH

We are working on various topics of management information systems (MIS) such as; information concepts, digital transformation, decision making, system concepts and principles, management and strategy, technology adoption and diffusion, sociology and organization behavior, business analytics, big data, etc.

Some items give a clue about the research performance of the department. For 2023, they are as follows; articles published: 8, paper in conferences: 3, books/book chapters: 3, research projects: 1.

## Chapter 4

### ACTIVITIES

#### 4.1 Research Seminar Series

Research outputs.

Members of the department present their research outputs in monthly seminars. All researchers are welcome for this open discussion platform.

Coordinator: xxx

Coming Spring 2024.

#### 4.2 Workshops

Hands-on-experience.

Participants use some research tools in workshops for hands-on-experience with scientific approaches in MIS Workshops.

Coordinator: RA Burak Keskin

Seven workshops have been accomplished. <http://mis.academy/index.php?title=Workshops>

#### 4.3 MIS Talks

New ideas with storytelling.

Invited speakers give interesting speeches about their experiences in business life, a project recently completed, or a product newly introduced.

Coordinator: xxx

Coming Spring 2024.

#### 4.4 MIS in Dept(h)

Live sessions.

Members of the department talk about MIS topics, biweekly.

Coordinator: xxx

Coming Spring 2024.

#### 4.5 MIS Industry

Seminars on new technologies for professionals.

Coordinator: xxx

Coming Spring 2024.

## **4.6 MIS Professional Education Courses**

Coordinator: xxx

Coming Spring 2024.

## Chapter 5

### RULES AND REGULATIONS

This is a bit of shame to feel that there is a necessity for writing some of rules and regulations which are related to academia and university education in this manual. On the other hand, there were a lot of disorders, manipulations, confusions, or mess in the past for academic units in universities generally. Unfortunately university education is not ideal yet. So we want to put a clear conceptual construction on these to avoid some difficulties for all parties specifically in the view of education.

First of all, on behalf of the Department of Management Information Systems, we use some instructions, rules, and regulations which are coming from regulatory bodies such as Council of Higher Education, University of Bakırçay, and the Faculty of Economics and Administrative Sciences.

Secondly, a faculty member of the department has several obligations with no priority which are;

- Doing research,
- Instructing courses,
- Attending to department meetings and activities,
- Representing the department in specified situations, and
- Frankly, helping to manage or administer the department.

#### 5.1 Doing Research

We are all researchers and doing research is a natural part of our lives.

#### 5.2 Instructing Courses

There are some restrictions and regulations about the process of instructing courses for the faculty. For each course instructed, the faculty member should deliver;

- THE SYLLABUS, at the beginning of the semester (See [Calendar and Syllabus checklist](#)).
- THE EXAM PACKAGE to put to the departmental archive, at the end of the semester (See [Package checklist](#)).
- THE REVIEW REPORT, at the end of the semester (See [Review Report checklist](#)).

In general there are some default rules for the process of instructing the course, such as;

- Each lecture should be begun and ended with the correct time according to the weekly course schedule.
- A lecture which couldn't be done due to some unavoidable circumstances should be reported to the chair's office immediately (See [Course Make-up Form](#)).

#### 5.3. Academic Advisory Guide

During the undergraduate education, the academic staff are called "advisors" who are assigned to lead the students in the subjects such as course registration, planning of four-year undergraduate education, solution of the problems encountered during this process. Advisory is a process that must be followed carefully by both the advisor and the student. This guide is designed to make this process more efficient for everybody. (see § Appendix 6)

## Appendix A

### **UNDERLYING DISCIPLINES, CONCEPTS AND THEORIES USED**

*Adapted from*

Gordon B. Davis. 2000. Information Systems Conceptual Foundations: Looking Backward and Forward. In Proceedings of the IFIP TC9 WG9.3 International Conference on Home Oriented Informatics and Telematics,; Information, Technology and Society (HOIT '00), Andy Sloane and Felix van Rijn (Eds.). Kluwer, B.V., Deventer, The Netherlands, The Netherlands, 61-82.

#### **Psychology**

Theories of human behavior, Motivation theories, Theory of reasoned action.

#### **Cognitive Psychology**

Human information processing, Human cognition, Expertise, Artificial intelligence, Cognitive style, Creativity, Knowledge, Cognitive representations/visualization, Human-machine interfaces.

#### **Sociology/Organization Behavior**

Nature of work (knowledge work, clerical work, etc.), Governance theories, Organization design concepts, Process models, Culture.

#### **Technology Adoption/Diffusion**

Adaptive structuration, Social network theory, Actor network theory, Social influence, Organization change, Organization learning, Trust, Ethics.

#### **Management/Strategy**

Strategy, Innovation, Competitive advantage, Resource view of firm, Knowledge management, Risk management, Evaluation, Outsourcing.

#### **Economics**

Principal-agent theory, Transaction cost economics, Productivity, Information economics, Social welfare, Adverse selection, Value of information, Incomplete contracting, Intermediation.

#### **System Concepts and Principles**

Artificial systems, Requisite variety, Soft systems, Complexity, Control theory-cybernetics, Socio-cybernetic theory of acts, Task/technology fit (equifinality), System economics (reuse), Maintenance of systems (negative entropy), Process theory, System models.

#### **Communications**

Media choice, Collaborative work, Speech acts theory.

#### **Decision Making**

Behavioral decision making, Normative decision models, Group decision making, Neural networks/genetic algorithms.

#### **Information Concepts**

Mathematical theory of communications, Quality, errors, and bias concepts, Value of information, Semantics, Semiotics (theory of signs).

## **STATEMENTS, POLICIES, CODES**

### **B.1. Diversity Statement**

### **B.2. Anti-Harassment and Anti-Bullying Code of Conduct**

### **B.3 Meeting Attendance Policy**

As of January 5, 2022

#### *Policy*

Members of the department are expected to attend most regularly scheduled meetings. Chair's office does much of its work and nearly all of its decision making via electronic tools. Meetings are typically held monthly, with additional meetings scheduled during periods of high workloads.

#### *Description*

Missed meetings seriously diminish the effectiveness of the entire department, and thus of the Business School. The Department of Management Information Systems therefore developed this written policy in order to set a clear shared expectation for meeting attendance that we will hold ourselves accountable to the school.

Members of the department are expected to attend at least 90% of all regularly scheduled meetings. Members of the department are expected to defend regular meeting times in their personal calendars, and to avoid scheduling other meetings during that time.

Department members occasionally miss meetings due to circumstances beyond their control such as illness, travel schedules, jury duty, or holidays. These will generally be considered "excused" absences. In all cases, board members are expected to notify the board of meetings they know they will miss. "Silent failure" (i.e. missing a meeting without notification) is unacceptable.

In order to make the department more accountable internally and to the Faculty community, we will institute the following "transparency" measures:

- All minutes (with attendance, and excused/unexcused absences) will be sent via email to members by the Secretary.
- Repeatedly absent department members will be noted in the meeting minutes.
- Percentage of the department meeting attendance will be reported at the end of the academic year (e.g. Prof. Doe attended 95% of scheduled meetings this year).
- We will maintain a public, year-to-date summary of department member attendance on the department website so that members of the department can check in on our attendance.

### **B.4. Policy on Disclosure of Interests**

As of January 5, 2022

#### *Policy*

Department members are expected to disclose strong personal interests when items are considered.

#### *Description*

If there is a direct interest in an outcome (beyond the impact on the department at large), the disclosure should be recorded in the minutes.

## **B.5. Meeting Agenda Content and Distribution Policy**

As of January 5, 2022

### *Policy*

Agendas should be posted at least two days in advance, include correspondence listing.

### *Description*

Meeting agendas should go out to members' list of the department at least **two days before** every meeting. List mailing should be full text of agenda, not just a link. Lead every agenda with something like "Comments or feedback on any agenda item? E-mail the board list at least a day before the meeting." Agendas should include a list of correspondence received by the department since the last agenda.

### RELATED OCCUPATIONS

#### **Computer and Information Research Scientists**

Computer and information research scientists invent and design new approaches to computing technology and find innovative uses for existing technology. They study and solve complex problems in computing for business, medicine, science, and other fields.

#### **Computer Network Architects**

Computer network architects design and build data communication networks, including local area networks (LANs), wide area networks (WANs), and intranets. These networks range from small connections between two offices to next-generation networking capabilities such as a cloud infrastructure that serves multiple customers.

#### **Computer Programmers**

Computer programmers write and test code that allows computer applications and software programs to function properly. They turn the program designs created by software developers and engineers into instructions that a computer can follow.

#### **Computer Support Specialists**

Computer support specialists provide help and advice to people and organizations using computer software or equipment. Some, called computer network support specialists, support information technology (IT) employees within their organization. Others, called computer user support specialists, assist non-IT users who are having computer problems.

#### **Computer Systems Analysts**

Computer systems analysts study an organization's current computer systems and procedures and design information systems solutions to help the organization operate more efficiently and effectively. They bring business and information technology (IT) together by understanding the needs and limitations of both.

#### **Database Administrators**

Database administrators (DBAs) use specialized software to store and organize data, such as financial information and customer shipping records. They make sure that data are available to users and are secure from unauthorized access.

#### **Information Security Analysts**

Information security analysts plan and carry out security measures to protect an organization's computer networks and systems. Their responsibilities are continually expanding as the number of cyberattacks increases.

#### **Network and Computer Systems Administrators**

Computer networks are critical parts of almost every organization. Network and computer systems administrators are responsible for the day-to-day operation of these networks.

#### **Software Developers**

Software developers are the creative minds behind computer programs. Some develop the applications that allow people to do specific tasks on a computer or another device. Others develop the underlying systems that run the devices or that control networks.

#### **Web Developers**

Web developers design and create websites. They are responsible for the look of the site. They are also responsible for the site's technical aspects, such as its performance and capacity, which are



measures of a website's speed and how much traffic the site can handle. In addition, web developers may create content for the site.

**COURSE OFFERINGS AND CURRICULA**

Table. MIS Bachelor's Degree Program, as of January 5, 2022.

Link: [http://mis.academy/index.php?title=Undergraduate\\_Program](http://mis.academy/index.php?title=Undergraduate_Program)

Semester 1				Semester 2			
Code	Course Name	ECTS	Preq.	Code	Course Name	ECTS	Preq.
MIS 101	Introduction to Algorithms and Programming	5		MIS 102	Computer Programming	5	
MIS 103	Introduction to Information Systems	3		MIS 104	Communication in Digital Era	5	
MIS 105	Basic Information Technology	2		MIS 106	E-Business	5	
IKT 193	Introduction to Economics	5		ISL 194	Entrepreneurship and Innovation	5	
ISL 195	Introduction to Business	5		ISL 196	Calculus II	3	
ISL 197	Introduction to Accounting	3		ATA 102	Principles of Atatürk and History of Turkish Revolution II	2	
ISL 199	Calculus I	3		HUK 186	Fundamentals of Law	3	
ATA 101	Principles of Atatürk and History of Turkish Revolution I	2		TDL 102	Turkish II	2	
TDL 101	Turkish I	2			Semester Total ECTS	30	
	Semester Total ECTS	30					

Semester 3				Semester 4			
Code	Course Name	ECTS	Preq.	Code	Course Name	ECTS	Preq.
MIS 201	Data Structures and Algorithms	6	MIS101 or MIS102	MIS 202	Information Systems Analysis	6	
MIS 203	Operations Research I	6	ISL196 or ISL199	MIS 204	Operations Research II	6	
ISL 291	Marketing Principles	5		MIS 206	Computer Networks and Cyber Security	5	
ISL 293	Probability and Statistics	5		MIS 210	Object-Oriented Programming	5	MIS101 or MIS102
	Departmental Elective - 1	4			Departmental Elective - 2	4	
	Non-Departmental Elective - 1	4			Non-Departmental Elective - 2	4	
	Semester Total ECTS	30			Semester Total ECTS	30	

Elective Courses for Semester 3				Elective Courses for Semester 4			
Code	Course Name	ECTS	Preq.	Code	Course Name	ECTS	Preq.
MIS 221	Digital Transformation	4		MIS 222	Information Law and Ethics	4	
MIS 223	Business Process Modelling	4		MIS 226	Social Media in Business	4	

Semester 5				Semester 6			
Code	Course Name	ECTS	Preq.	Code	Course Name	ECTS	Preq.
MIS 303	Operations Management	7		MIS 304	Database Management Systems	7	
MIS 305	Information Systems Design	7		MIS 306	Information Systems Project Management	7	
ISL 393	Business Finance	6		ISL 396	Cost and Managerial Accounting	6	
	Departmental Elective - 3	6			Departmental Elective - 4	6	
	Non-Departmental Elective - 3	4			Non-Departmental Elective - 4	4	
	Semester Total ECTS	30			Semester Total ECTS	30	

Elective Courses for Semester 5				Elective Courses for Semester 6			
Code	Course Name	ECTS	Preq.	Code	Course Name	ECTS	Preq.
MIS 321	Knowledge and Technology Management	6		MIS 324	Applied Operations Research	6	
MIS 323	User Interface Design	6		MIS 326	Web Programming	6	

Semester 7				Semester 8			
Code	Course Name	ECTS	Preq.	Code	Course Name	ECTS	Preq.
MIS 303	Business Intelligence and Analytics	6		MIS 406	Graduation Project 2	10	Min. 100 ECTS
MIS 305	Enterprise Information Systems	6		+ OPTION 1			
MIS 405	Graduation Project 1	8			Elective	5	
	Departmental Elective - 5	6			Elective	5	
	Non-Departmental Elective - 5	4			Elective	5	
	Semester Total ECTS	30			Elective	5	
				+ OPTION 2			
				MIS 410	Thesis for Bachelors Program	14	
					Elective	6	
				+ OPTION 3			
				MIS 416	Vocational Business Training	20	
					Semester Total ECTS	30	

Elective Courses for Semester 7				Elective Courses for Semester 8			
Code	Course Name	ECTS	Preq.	Code	Course Name	ECTS	Preq.
MIS 423	IS for Society	6		MIS 422	Artificial Intelligence and its Applications	6	
MIS 425	Mobile Programming	6		MIS 424	Supply Chain Management	6	
MIS 427	Data-Oriented Programming	6		MIS 426	Special Topics and Trends in MIS	6	

Table. MIS Masters's Degree Program, as of January 5, 2022.

Link: [http://mis.academy/index.php?title=Master%27s\\_Program](http://mis.academy/index.php?title=Master%27s_Program)

Semester 1				Semester 2			
Code	Course Name	ECTS	Preq.	Code	Course Name	ECTS	Preq.
MIS 501	Scientific Research Methods and Ethics	6		MIS 502	Advance Topics in System Analysis and Design	6	
MIS 801	Specialization Field Course	6		MIS 801	Specialization Field Course	6	
MIS 503	Contemporary Readings in MIS	6		MIS 504	Business Analytics and Decision Models	6	
	Elective 1	6		MIS 515	Seminar	10	
	Elective 2	6			Elective	6	

Elective Courses for Semester 1				Elective Courses for Semester 2			
Code	Course Name	ECTS	Preq.	Code	Course Name	ECTS	Preq.
MIS 505	Cases in MIS	6		MIS 506	Artificial Intelligence and Machine Learning	6	
MIS 507	Digital Transformation and the 3rd Platform	6		MIS 508	Health Information Systems	6	
MIS 509	Applied Data Mining	6		MIS 510	Big Data Modelling and Management	6	
MIS 511	Software Development	6		MIS 512	Human Computer Interaction	6	
MIS 513	Statistical Methods for Data Science	6		MIS 514	Readings in Enterprise Systems	6	

Semester 3				Semester 4			
Code	Course Name	ECTS	Preq.	Code	Course Name	ECTS	Preq.
MIS 801	MASTER'S THESIS 1	24		MIS 802	MASTER'S THESIS 2 (Cont.)	24	
MIS 803	Specialization Field Course	6		MIS 804	Specialization Field Course	6	

Table. Business Intelligence and Data Analytics Master's Degree Program (w/o Thesis), as of January 5, 2022.

Link: [http://mis.academy/index.php?title=Master%27s\\_Program\\_in\\_Turkish](http://mis.academy/index.php?title=Master%27s_Program_in_Turkish)

1. Yarıyıl				2. Yarıyıl			
Code	Course Name	ECTS	Preq.	Code	Course Name	ECTS	Preq.
IZV 501	Veri Modelleme ve İş Zekası	6		IZV 502	İş Simülasyonu	6	
IZV 503	İş İstatistiği ve Analizi	6		IZV 504	Uygulamalı Karar Modelleri	6	
	Seçmeli 1	6			Seçmeli 4	6	
	Seçmeli 2	6			Seçmeli 5	6	
	Seçmeli 3	6			Seçmeli 6	6	

1. Yarıyıl için Seçmeli Dersler				2. Yarıyıl için Seçmeli Dersler			
Code	Course Name	ECTS	Preq.	Code	Course Name	ECTS	Preq.
IZV 511	Dijital Dönüşüm ve İş Zekası Değeri	6		IZV 512	İş Zekası Proje Yönetimi	6	
IZV 513	Veri Odaklı Programlama	6		IZV 514	Yapay Zekâ Uygulamaları	6	
IZV 515	Veri Görselleştirme ve İş Raporlama	6		IZV 516	Büyük Veri Teknolojileri ve Yönetimi	6	
IZV 517	Çok Kriterli Karar Modelleri	6		IZV 518	Süreç Madenciliği	6	
IZV 521	Muhasebe ve Finans Analitik Uygulamaları	6		IZV 522	Pazarlama ve Müşteri Analizi	6	
IZV 523	Bilgi Çıkarımı ve Metin Madenciliği	6		IZV 524	Web ve Sosyal Medya Analizi	6	
IZV 525	Uygulamalı Öğrütü Teknikleri	6		IZV 526	Tahmine Dayalı Analitik ve Makine Öğrenmesi	6	

3. Yarıyıl			
Code	Course Name	ECTS	Preq.
IZV592	BİRİME PROJESİ ÇALIŞMASI	30	

Table. MIS Doctoral Degree Program, as of January 5, 2022.

Link: [http://mis.academy/index.php?title=Doctoral\\_Program](http://mis.academy/index.php?title=Doctoral_Program)

Semester 1

Code	Course Name	ECTS	Preq.
MIS 601	Information Systems Research Methodologies	6	
MIS 603	Advanced Data Modelling and Management	6	
MIS 901	Specialization Field Course	6	
	Elective 1	6	
	Elective 2	6	
	Elective 3	6	

Semester 2

Code	Course Name	ECTS	Preq.
MIS 602	Readings in Decision Science and Analytics	6	
MIS 604	Information Systems Theories	6	
MIS 901	Specialization Field Course	6	
MIS 614	Seminar	10	
	Elective 4	6	
	Elective 5	6	

Elective Courses for Semester 1

Code	Course Name	ECTS	Preq.
MIS 603	Information Retrieval and Text Mining	6	
MIS 605	Social Media Analytics	6	
MIS 607	Simulation Modelling and Visual Analytics	6	
MIS 609	Customer and Marketing Analytics	6	
MIS 611	Business Process Mining	6	

Elective Courses for Semester 2

Code	Course Name	ECTS	Preq.
MIS 604	Advanced Machine Learning	6	
MIS 606	Medical and Health Analytics	6	
MIS 608	Advanced Topics in Big Data	6	
MIS 610	Neuro and Cognitive Science	6	
MIS 612	Soft Computing Applications in Business	6	

Semester 3 to Semester 8

Code	Course Name	ECTS	Preq.
MIS 900	Doctoral Dissertation	24	
MIS 901	Specialization Field Course	6	

**RUBRICS**

As of January 5, 2022

**Department of Management Information Systems**

CODE

**RUBRIC**

**MIS xxx Seminar**

*Student*

---

Evaluated Item	Evaluated Score		
	Excellent 3 points	Satisfactory 2 points	Unsatisfactory 1 point
1. Readability and interpretability of the slides.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Logical and interesting sequence of the presentation.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Did graphics/tables/figures reinforce text and add to the presentation?	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Appropriateness of the presentation's pace.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Reviewed literature.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Appropriateness of historical context presented.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Understanding of the subject matter that student demonstrated thorough.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Confidence with the subject matter in the Q&A session that student demonstrated with.	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Points</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Overall Score*</b>	<input type="text"/>		
<b>Evaluation**</b>	<input type="text"/>		

\* Arithmetic mean of total points of *E*, *S*, and *US*. Overall score 2.0 and above is required for satisfactory grade.

\*\* Satisfactory or Unsatisfactory

*Date* *Advisor*

---

http://xxx

Department of Management Information Systems

CODE

# RUBRIC

## MIS xxx Academic Specialization

Student

---

Evaluated Item	Evaluated Score		
	Excellent 3 points	Satisfactory 2 points	Unsatisfactory 1 point
1. Developed a well-organized study plan.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Inform the faculty each week about the work.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Perform the requirements of the plan.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Quality of the deliverables.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Points	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall Score*	<input type="text"/>		
Evaluation**	<input type="text"/>		

\* Arithmetic mean of total points of E, S, and US. Overall score 2.0 and above is required for satisfactory grade.  
\*\* Satisfactory or Unsatisfactory

*Date* *Advisor*

---

<http://xxx>

# RUBRIC

## MIS xxx Master's Thesis

*Student*

Evaluated Item	Evaluated Score		
	Excellent 3 points	Satisfactory 2 points	Unsatisfactory 1 point
<b>Oral Defense</b>			
1. Oral presentation was well organized.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. The student showed appropriate breadth and depth of knowledge of the subject.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. The responses to questions were appropriate.	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Written Thesis</b>			
1. Statement of the problem.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Research questions.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Literature review.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Method selection and use.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Data analysis and interpretation.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Justification of the findings and conclusion.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Suggestions for further inquiries.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Total Points</b>	<input type="text"/>	<input type="text"/>
	<b>Overall Score*</b>	<input type="text"/>	
	<b>Evaluation**</b>	<input type="text"/>	

\* Arithmetic mean of total points of E, S, and US. Overall score 2.0 and above is required for satisfactory grade.  
 \*\* Satisfactory or Unsatisfactory

*Date*

*Advisor*

## Appendix F

### **COURSE EVALUATION FORM**

As of January 5, 2022

This form is provided for the purpose of evaluation for MIS courses you registered. Please select appropriate option of each statement which correspond most closely to your desired response according to the scale below.

**1. Strongly Disagree — 2. Disagree — 3. Undecided — 4. Agree — 5. Strongly Agree**

Thank you for your participation.

— Department of Management Information Systems

#### **General**

1. Which course do you want to evaluate?

#### **Global Items**

2. This course is well planned and organized.

3. The content of this course is valuable.

4. This instructor is effective in teaching the subject matter of this course.

5. I would recommend a course taught by this instructor to other students.

#### **Course Content, Objectives, and Structure**

6. The pace of this course is appropriate.

7. Presentations are interesting and challenging.

8. This course is intellectually stimulating.

9. Facts and concepts from related fields are presented.

10. Classes are worth attending.

#### **Instructor's Behavior**

11. This instructor responds respectfully to student questions and viewpoints.

12. This instructor creates an atmosphere where ideas can be exchanged freely and easily.

13. Class discussions are helpful to my learning.

14. This instructor communicates at a level appropriate to my understanding.

15. Help is available outside class if I have questions.

#### **Communication Skills**

16. This instructor communicates well.

17. This instructor speaks clearly and audibly.

18. This instructor presents materials clearly.

19. This instructor's facility with the language of instruction is good.

#### **Instructional Methods and Materials**



- 20. Required course activities are important to my learning.
- 21. Required course activities are consistent with course objectives.
- 22. The course web page was a valuable resource.
- 23. Assigned homework reinforced material presented in class.
- 24. Material is summarized in a manner that helps me learn.

**Outcomes of Instruction**

- 25. My critical thinking skills have improved because of this class.
- 26. My problem solving abilities have improved because of this class.
- 27. I have learned to see relationships among important topics and ideas.
- 28. I have been motivated to do additional work in this area.
- 29. This course is so interesting that I would like to take another class in this area.

**Comments and Recommendations**

## UNDERGRADUATE ACADEMIC ADVISORY GUIDE

As of January 5, 2022

During the undergraduate education, the academic staff are called "advisors" who are assigned to lead the students in the subjects such as course registration, planning of four-year undergraduate education, solution of the problems encountered during this process. Advisory is a process that must be followed carefully by both the advisor and the student. This guide is designed to make this process more efficient for everybody.

1. The advisor is responsible for guiding the student in academic matters. In particular, first-class advisors should also help the student to be familiar with the campus and the business school.
2. The student must feel guided and can easily communicate with the advisor when it is necessary.
3. The advisor and the student must conduct face-to-face or virtual interviews and situational assessments at least twice during a semester (preferably at the beginning of the semester and at the end of the semester).
4. The advisor should keep a file for each student. This file should contain information about the student such as the student's contact information, courses taken at the beginning of the semester, attendance in these courses at the end of the semester, academic issues faced by the student during the semester, a copy of the petitions related to these issues, and a copy of the decision of the board.
5. Advisor should be informed about the university regulations. In addition, the advisor is expected to know the decisions and practices of the relevant academic unit, to monitor and implement the changes made.
6. The advisor is expected to have mastered the four-year course curriculum and the requirements of the curriculum of the program concerned. In this way, it is necessary to plan the course schedule of the student appropriately and to select the areas that the student is interested in from the elective courses.
7. At the beginning of the academic term, the advisor evaluates the registration in which the student is enrolled and, if appropriate, approves, if not, requests the student to make the necessary corrections. In order to minimize the problem of communication between the student and the advisor in this process, it is expected that at least two full days of registration will be made in the advisor's office for the approval of the registration, and these days and hours should be announced to the students in advance. The advisor becomes fully responsible for the student's registration from the moment the student approves the record, and this responsibility continues until the end of the period concerned.
8. The advisor should serve as a bridge between the student and other academic and administrative units (student affairs, relevant department headships, chair's office, etc.). The student must pass all petitions to the advisor in academic matters first. The advisor should assess the situation and communicate the advisory opinion containing this evaluation to the department secretary concerned with the petition of the student. The advisor's memo must clearly state the student's credentials (name, surname, department, class, number, etc.), what the student's petition is about, and the reasons for his or her own opinion. In addition, the advisor's opinion regarding the student's situation or the result of the decision of the faculty committee must be followed by the advisor and the final solution for the student must be notified by the advisor.
9. In case that there is no problem about the time in the petition process, the advisor should notify the secretariat of the related department within maximum 3 working days of giving the student petition. If this is overdue, the advisor is expected to provide a written explanation for overdue reason.
10. The advisor should keep a copy of all documents related to the student in the student file.

## LİSANS AKADEMİK DANIŞMANLIK REHBERİ

Lisans öğrenimi boyunca öğrencilerin ders kayıtları, dört yıllık lisans öğrenimin planlanması ve bu süreç boyunca karşılaşılan sorunların çözümü gibi konularda öğrenciye yol göstermek amacıyla atanan akademik personele "akademik danışman" (bu rehberde Danışman olarak kullanılacaktır) adı verilmektedir. Danışmanlık, hem danışman hem de öğrenci için dikkatle takip edilmesi gereken bir süreçtir. Bu rehber, Yönetim Bilişim Sistemleri Bölümü'nün akademik danışmanlık sürecini daha verimli hale getirmek için hazırlanmıştır.

1. Danışman, akademik konularda öğrenciye rehberlik etmekle yükümlüdür. Özellikle birinci sınıf danışmanları, öğrencinin yerleşkemizi ve fakültemizi tanınmasına ve yeni ortama alışmasına da yardımcı olmalıdır.
2. Öğrenci, ihtiyacı olduğu durumlarda danışmanı tarafından yönlendirileceğini ve danışmanı ile kolaylıkla iletişim kurabileceğini hissetmelidir.
3. Danışman ve öğrenci, bir yarıyıl boyunca en az iki defa (tercihen yarıyıl başında ve yarıyıl sonunda) yüz-yüze görüşme ve durum değerlendirmesi yapmalıdır.
4. Danışman, her öğrencisiyle ilgili bir dosya tutmalıdır. Bu dosyada, öğrencinin iletişim bilgileri, ilgili dönem başında aldığı dersler, dönem sonunda bu derslerdeki geçme kalma durumu, dönem boyunca öğrencinin karşılaştığı akademik sorunlar, bu sorunlarla ilgili verilen dilekçelerin bir kopyası ve dilekçenin sonucunu bildiren yönetim kurulu kararının bir kopyası gibi öğrenciye dair bilgiler bulunmalıdır.
5. Danışman, üniversitenin lisans eğitim-öğretim yönetmeliğine hakim olmalıdır. Ayrıca, danışmanın, ilgili akademik birimin karar ve uygulamalarını bilmesi, yapılan değişiklikleri izlemesi ve uygulaması beklenir.
6. Danışmanın, ilgili programın dört yıllık ders müfredatına ve bu müfredatın gereklerine hakim olması beklenir. Bu sayede öğrencinin ders programının uygun bir şekilde planlanması ve seçmeli dersler arasından öğrencinin ilgi duyduğu alanların seçilmesi sağlanmalıdır.
7. Akademik yarıyıl başında danışman, öğrencinin kayıt olduğu programı değerlendirir, uygun ise onaylar, değil ise öğrenciden gerekli düzeltmeleri yapmasını talep eder. Bu süreçte öğrenci ile danışman arasında iletişim probleminin en aza indirilmesi için kayıt haftasında en az iki tam gün boyunca kayıt onaylarının danışmanın ofisinde yüzyüze yapılması, bu gün ve saatlerin öğrencilere önceden ilan edilmesi beklenir. Danışman, öğrencinin kaydını onayladığı andan itibaren öğrencinin programından tamamıyla sorumlu hale gelmektedir ve bu sorumluluğu ilgili dönemin sonuna kadar devam ettirmektedir.
8. Danışman, öğrenci ile diğer akademik ve idari birimler (öğrenci işleri, ilgili bölüm başkanlıkları ve fakülte dekanlığı vb.) arasında köprü görevi yapmalıdır. Öğrenci, akademik konularda tüm dilekçelerini öncelikle danışmanına iletmelidir. Danışman durumu değerlendirmeli ve bu değerlendirmeyi içeren danışmanlık görüşünü, öğrencinin dilekçesiyle birlikte bir üst yazıyla ilgili bölüm başkanlığı sekreterliğine iletmelidir. Danışmanın dilekçesi, öğrencinin kimlik bilgilerini (ad, soyad), eğitimle ilgili bilgileri (bölüm, sınıf, numara vb.), öğrencinin dilekçesinin ne hakkında olduğunu ve kendi görüşünü nedenleriyle birlikte açıkça belirtmelidir. Ayrıca, öğrencinin durumuyla ilgili Bölüm Başkanlığı görüşü ya da Fakülte kurulu kararının sonucu da danışman tarafından takip edilmeli ve dilekçenin sonucu öğrenciye danışman tarafından bildirilmelidir.
9. Dilekçe süreçlerinde zamanla ilgili bir problem yaşanmaması açısından, danışman, dilekçe kendisine ulaştıktan sonra en fazla 3 işgünü içinde, değerlendirilmiş dilekçeyi ilgili bölüm başkanlığı sekreterliğine iletmelidir. Bu sürenin aşılması durumunda, danışmandan sürenin neden aşıldığına dair yazılı bir açıklama sunması beklenir.
10. Danışman, öğrenciyle ilgili her türlü evrakın bir kopyasını öğrenci dosyasında tutmalıdır.

## EXAM POLICIES

Under preparation

xxx

### Policy on Administration of Exams

The MIS Department expects all courses to include appropriate procedures for evaluating student performance. For many undergraduate courses, these procedures will include a final exam, a final paper or project, or some other cumulative activity appropriate to the discipline and to the course.

Midterm and final examinations, whether in an on-campus or an online course, must be given during the one-week period set aside by the University for this purpose; likewise, final examinations must be given at the time specified on the Faculty's Midterm and Final Examination Schedule page.

No exams or quizzes of any kind may be given during the last week of a course, including both on-campus or online courses. However, please note that this policy does not extend to labs even if the lab is graded and has components of a quiz associated with the lab experience.

All courses are assigned a final examination time within the final examination week.

Take-home final exams must use the specified final exam period as the last possible time that the take-home exam may be turned in.

In courses where papers or projects rather than a final examination constitute the last evaluation activity, instructors may use the scheduled final exam period as the due date for the project/paper.

Instructors also may use the final examination period to meet with students to discuss the papers/projects.

Information on the use of the final examination period and its duration should be told to students as soon as possible. Instructors should still put as much information about the final exam as possible in the syllabus, including its duration and a reminder to students not to plan travel until the exam date and time is announced.

### Test Modifications for Students with Disabilities

The Engelsiz Bakırçay Office, <https://ebk.bakircay.edu.tr> can help instructors arrange appropriate modifications for students with disabilities while protecting academic standards. Staff members have access to the confidential information needed to make determinations of the appropriateness of testing modifications; they have experience in determining specific classroom modifications and can suggest approaches that have proved to be fair and equitable.

## GP GUIDE

### Processes, Policies, and Procedures for the courses of MIS 405 Graduation Project I and MIS 406 Graduation Project II

As of January 12, 2022

#### 1. Introduction

The MIS Graduation Project courses, MIS 405 (8 ECTS) and MIS 406 (10 ECTS) are parts of a group research or design project that students pursue under the guidance of a department mentor. Graduation projects may include, but are not limited to, an entrepreneurship project, a real-world case study, a written assessment of a community-learning initiative, or a design project accompanied by an analytic essay (comprising background, aims, and technique) according to study area of the group's mentor. All questions about the graduation project(s) should be directed to the related department mentor.

Students interested in undertaking MIS 405 and MIS 406 should read all sections of the policy and procedures before submitting a proposal.

#### 2. Planning

Graduation projects are student-generated. Generally they are an opportunity to continue a sustained line of inquiry that the students have already begun. A graduation project may grow out of a piece of work (an application production, a technology design, a real-world case study, a creative writing piece, a CLI project, etc.) a student has done in a course, tutorial, or independent study. It may also derive from questions or ideas spurred by a student's meeting/colloquium. Successful graduation projects will involve significant preparation. As such students interested in pursuing a graduation project are strongly encouraged to consult with their mentors early in their undergraduate program in order to plan for appropriate coursework and research well in advance.

#### 3. Timing

Graduation Project I (MIS 405) may only be undertaken in the fall semesters and Graduation Project II (MIS 406) may only be undertaken in the spring semesters. Generally, students will complete graduation projects in their final year at MIS Department. In rare cases, students may complete their graduation projects in their penultimate year. Students planning to graduate in June should plan to complete senior projects in the preceding year.

#### 4. Credits

The MIS 405 Graduation Project I is a eight-ECTS-credit course of study and MIS 406 Graduation Project II is a ten-ECTS-credit course of study, requiring a minimum of eight and ten contact hours respectively between student group and department mentor during the course of the convening semester. The arrangement of contact hours will vary depending on the needs of the specific project and the students' level of progress.

#### 5. Requirements

While expectations for graduation projects will differ depending on the nature of the work undertaken, certain minimum standards apply generally. In particular, all graduation projects require a written component; in general, graduation projects should be accompanied by essays of substantial depth and length that address the project's background (locating students' projects within a larger design context), design aims (articulating students' goals in mounting a particular project, and explaining how the actual project met those goals), and technical issues (such as technology chosen, infrastructure design, content creation, structural elements, etc), as determined and developed in consultation with department mentors. Projects should follow appropriate academic standards of documentation, argumentation, and analysis.

All projects will be individually assessed by department mentors on their own merits mentioned in the section 9. Evaluation.

## 6. Mentors

Student groups arrange to execute their graduation projects under the guidance of an MIS faculty member. In most cases, students are already acquainted with the department mentor who will be supervising the study. The department mentor should help the student clarify the graduation project proposal to ensure that it includes all necessary components. In the semesters that the graduation project is undertaken, department mentors meet regularly with the student to discuss readings and progress, as well as provide feedback on the development of the final product. At the end of the term, department mentors submit anecdotal grade reports that briefly describe and provide a final evaluation of the student group's work to accompany the assignment of a letter grade. Department members are limited to supervising no more than one graduation project per semester.

## 7. Proposal

Only complete proposals will be considered. A complete graduation project proposal will include the following elements:

- a. Project Description: The description should be approximately three double spaced pages, and should clearly state the proposed research question or design aim(s) of the project. The proposal must explain how the student group has prepared to carry out this project and how the students intend to complete the project within one semester. The project's relation to the students' ongoing work or area of concentration should be clear. The proposal should also clearly specify the expected output (i.e., a research paper, design project, real-world case) and discuss the specific methods with which the project will be completed. These criteria will be determined between the student group and the department mentor, and they will be used in evaluating the final project at the end of the semester.
- b. Annotated Bibliography or Relevant Works: The bibliography should situate a student's project within a body of work in their field. This should include books, articles, key documents, applications, cases, etc. Please provide the full citation and a short description of the relevance of each text or work to the proposed project (preferably in APA style).
- c. Form: Complete Graduation Project Proposal Form.

## 8. Registration

Proposals will be reviewed with an eye toward selecting projects of exceptional promise. The department mentor will evaluate proposals based on the following criteria:

- clarity of project goal(s), mode of inquiry, and final product
- project's relation to concentration and course of study
- feasibility of the project within one semester through an articulated timeline
- clear articulation of student group/mentor relationship, including schedule of meetings
- the degree to which the project would culminate in an original design or scholarly work

Please note that students are responsible for the course registration process.

## 9. Evaluation

Each graduation project will be evaluated by the department mentor for its ability to meet project aims as delineated in the project proposal as well as the degree to which the final product exemplifies original interdisciplinary work.

Successful completion of the graduation graduation will be noted in two ways:

(1) each student in the group will receive a letter grade awarded by the department mentor for the courses titled "MIS 405 Graduation Project I" and "MIS 406 Graduation Project II."

(2) all graduation projects will also receive written evaluations from department mentors, submitted to the Chair's Office of MIS Department.

## 10. Deadlines

Graduation project proposals and final projects must be submitted according to the following firm schedule of submission deadlines:

Semester of **MIS 405 Graduation Project I**: Fall

Graduation project proposal due: The last day of the third week of the semester

Graduation project is due: In Final Exam period of the semester. -Exact date will be announced-

Semester of **MIS 406 Graduation Project II**: Spring

Graduation project proposal due: The last day of the third week of the semester

Graduation project is due: In Final Exam period of the semester. -Exact date will be announced-

## **11. Student Checklist**

Complete the following by the appropriate deadlines:

a. Approximately two weeks prior to the proposal submission deadline

- Consult the **GP Guide** website for information and policies on designing your study.
- Identify and contact the department mentor with whom you would like to work.
- Discuss your group's graduation project plans with your mentor.
- Develop the description of the study and the annotated bibliography or relevant works.

b. Approximately one week prior to the proposal submission deadline

- Complete the Graduation Project Proposal Form, which will be sent to your group department mentor.
- Within a few days of submission of the form, follow up with your mentor to make sure he or she has received the proposal.

c. Approximately one day prior to the proposal submission deadline

- Confirm with mentor that he or she has submitted his or her approval to MIS Department.
- If you have not received confirmation from your mentor that he or she has approved your proposal, contact your mentor. Do not wait until the submission deadline to notify MIS Department for problems.

## **12. Proposal Form**

- Student Group Number
- Name, Surname and Student ID for each student in the student group
- Year and Semester of Registration, Expected Graduation Year and Month for each student in the group
- Undertaken ECTS credits in the semester for each student in the group
- Rationale Status (Not submitted, Submitted, Approved, Rejected and in Revision)
- Department Mentor Name and Surname
- Department Mentor E-mail
- Title of the Senior Project
- Project Description
- Annotated Bibliography or Relevant Works

## **13. Mentor List**

Prof. Erman Coşkun, PhD

Prof. Abdulkadir Hızıroğlu, Ph.D.

Prof. H. Kemal İlter, Ph.D.

Ourania Areta, Ph.D.

Hunaida Awwad, Ph.D.

Serhat Peker, Ph.D.

#### 14. Selection

Graduation project student groups are established and their group members are selected by the MIS Department. Here is the selection process:

Step 1. Establishing a group (5-student group).

Step 2. Indicating group choices for mentors (3 options: First, Second, and Third).

Step 3. Scoring group's mentor selection (10 for First, 8 for Second, 6 for Third, 4 for other mentors).

Step 4. Creating an assignment problem for matching groups and mentors.

Step 5. Solving the problem to maximize group's satisfaction (maximization of overall satisfaction).

PROBLEM	A	B	C	D	E	F	SOLUTION	A	B	C	D	E	F
1	4	4	6	4	10	8	1	4	4	6	4	10	8
2	4	4	4	6	10	8	2	4	4	4	6	10	8
3	4	8	4	4	10	6	3	4	8	4	4	10	6
4	4	4	4	4	8	10	4	4	4	4	4	8	10
5	4	6	4	8	4	10	5	4	6	4	8	4	10
6	4	10	8	4	4	6	6	4	10	8	4	4	6

Step 6. Assigning groups to mentors.



## ADVISORY PROCESSES FOR MASTER'S AND DOCTORATE

### Processes, Policies, and Procedures for the courses of MIS 405 Graduation Project I and MIS 406 Graduation Project II

As of March 10, 2022

**ÖNEMLİ:** İktisadi ve İdari Bilimler Fakültesi'ne bağlı olan Yönetim Bilişim Sistemleri Bölümü, enstitü açısından Lisansüstü Eğitim Enstitüsü'ne bağlı bir Anabilim Dalı olarak tanımlanır.

#### A. Prosedür

1. Lisansüstü programlara yeni kayıt olan öğrenciler ilk yarıyıl kayıtları sırasında Danışman Tercih Formu, MF#5 doldurur.

Ek bilgi: Danışman Tercih Formu, MF#5 doldurmayan öğrenciler için danışman ataması anabilim dalı başkanlığınca yapılır.

2. Önceden kayıtlı öğrenciler, anabilim dalındaki başka bir öğretim üyesiyle çalışmayı arzu etmeleri durumunda, yarıyıl kayıtları sırasında Danışman Değişiklik Formu, MF#6 doldurur.

Ek bilgi: Danışman Değişiklik Formu, MF#6 doldurmayan öğrenciler mevcut danışmanı ile çalışmaya devam eder.

3. Yeni kayıt olan öğrenciler ile danışman değişikliği isteyen öğrencilerin danışmanları en geç eklesil dönemi sonuna kadar anabilim dalı başkanlığınca atanır. (bkz. ŞC)

Ek bilgi: Kayıt döneminden sonra danışman değişikliği isteyen öğrencilerin başvuruları sonraki yarıyıl başında değerlendirilir.

4. Sonraki yarıyıldaki tez (veya proje) çalışması yapacak öğrenciler, mevcut yarıyıl sonundaki yarıyıl sonu sınav tarihlerinin son gününe kadar tez (veya proje) başlığını ve konusunu içeren Tez Önerisi Formu, MF#7 veya Proje Önerisi Formu, MF#8 doldurur.

Ek bilgi: İlgili formu zamanında teslim etmeyen öğrenciler tez veya proje çalışmasına başlayamazlar.

5. Öğretim üyesinin talep ettiği danışmanlık değişikliklerinde ilgili öğrencinin başka bir danışmana atanabilmesi için, öğrencinin diğer bir danışmanla anlaşarak Danışman Değişiklik Formu, MF#6 doldurması gerekir.

Ek bilgi: Danışman Değişiklik Formu, MF#6 doldurmayan öğrenciler için danışman ataması anabilim dalı başkanlığınca yapılır.

#### B. Danışmanlığa Bağlı Dersler ve Oluşturdukları Yük

##### Tezli Yüksek Lisans

- Tezli yüksek lisans programında danışmanlık yapan öğretim üyesi için —danışmanlık yaptığı öğrenci sayısından bağımsız olarak— Uzmanlık Alan Dersi (MIS 803, 6 AKTS veya MIS 804, 6 AKTS | 6 saat/hafta) açılır. Bu ders öğrencinin kayıtlı kaldığı tüm eğitim süresi boyunca açık kalır.
- Tezli yüksek lisans programında tez danışmanlığı yapan öğretim üyesi için danışmanlık sayısı kadar Yüksek Lisans Tezi dersi (MIS 801, 24 AKTS veya MIS 802, 24 AKTS | 1 saat/hafta) açılır. Bu ders öğrencilerin kayıtlı kaldığı tüm tez dönemi boyunca açık kalır. Ders uygulamalı ders kategorisinde olduğundan öğretim üyesi için ek yük en yüksek 10 saat/hafta kadar olabilir.
- Tezli yüksek lisans programında danışmanlık yapan öğretim üyesi için tez öğrencisinin derslerinin biteceği son yarıyıldaki Seminer dersi (MIS 515, 10 AKTS | 2 saat/hafta) açılır.

##### Tezsiz Yüksek Lisans

- Tezsiz yüksek lisans programında proje danışmanlığı yapan öğretim üyelerine Bitirme Projesi Çalışması dersi (IZV 592, 30 AKTS | 1 saat/hafta) açılır.

#### *Doktora*

- Doktora programında danışmanlık yapan öğretim üyesi için —danışmanlık yaptığı öğrenci sayısından bağımsız olarak— Uzmanlık Alan Dersi (MIS 901, 6 AKTS | 6 saat/hafta) açılır. Bu ders öğrencinin kayıtlı kaldığı tüm eğitim süresi boyunca açık kalır.
- Doktora programında danışmanlık yapan öğretim üyesi için tez danışmanlığı sayısı kadar Doktora Tezi dersi (MIS 900, 24 AKTS | 1 saat/hafta) açılır. Bu ders öğrencilerin kayıtlı kaldığı tüm tez dönemi boyunca açık kalır. Ders uygulamalı ders kategorisinde olduğundan öğretim üyesi için ek yük en yüksek 10 saat/hafta kadar olabilir.
- Doktora programında danışmanlık yapan öğretim üyesi için tez öğrencisinin derslerinin biteceği son yarıyıldaki Seminer dersi (MIS 614, 10 AKTS | 2 saat/hafta) açılır.

### **C. Danışmanlık Ataması ve Danışmanlık Yüklerinin Belirlenmesi**

Lisansüstü programlara yeni kayıt olan öğrencilere danışman atanmasında;

- a. Öğrencinin Danışman Tercih Formu'nda, MF#5 belirttiği çalışma alanı tercihi veya çalışmayı tercih ettiği öğretim üyesi,
- b. Öğretim üyelerinin anabilim dalındaki danışmanlık yükleri

dikkate alınır.

Önceden kayıtlı öğrencilerin danışman değişikliklerinde;

- a. Öğrencinin Danışman Değişiklik Formu'nda, MF#6 belirttiği çalışmasını birlikte sürdürmeyi tercih ettiği öğretim üyesi
- b. Öğretim üyelerinin anabilim dalındaki danışmanlık yükleri

dikkate alınır.

Lisansüstü danışmanlıklar, öğretim üyesinin ilgili programda ders vermesinden bağımsızdır ve yalnızca Yönetim Bilişim Sistemleri Anabilim Dalı'ndaki öğretim üyelerine atanır.

#### **Bağlantılar**

- Lisansüstü Eğitim Enstitüsü, <https://enstitu.bakircay.edu.tr>
- Lisansüstü resmi doküman, <https://enstitu.bakircay.edu.tr/Sayfalar/2112/yonetmelikler>
- Basılı formlar, <https://enstitu.bakircay.edu.tr/Sayfalar/2118/formlar>
- MF#05 Danışman Tercih Formu, <https://forms.office.com/r/xWhTWBPOYi>
- MF#06 Danışman Değişiklik Formu, in development
- MF#07 Tez Önerisi Formu, in development
- MF#08 Proje Önerisi Formu, in development

## **GT GUIDE**

### **Processes, Policies, and Procedures for the course of MIS 410 Thesis for Bachelor's Program**

As of February 7, 2023

#### **Digital format**

See [http://mis.academy/index.php?title=GT\\_Guide](http://mis.academy/index.php?title=GT_Guide)

## INTERNSHIP GUIDE

### Processes, Policies, and Procedures for the course of MIS 420 Internship

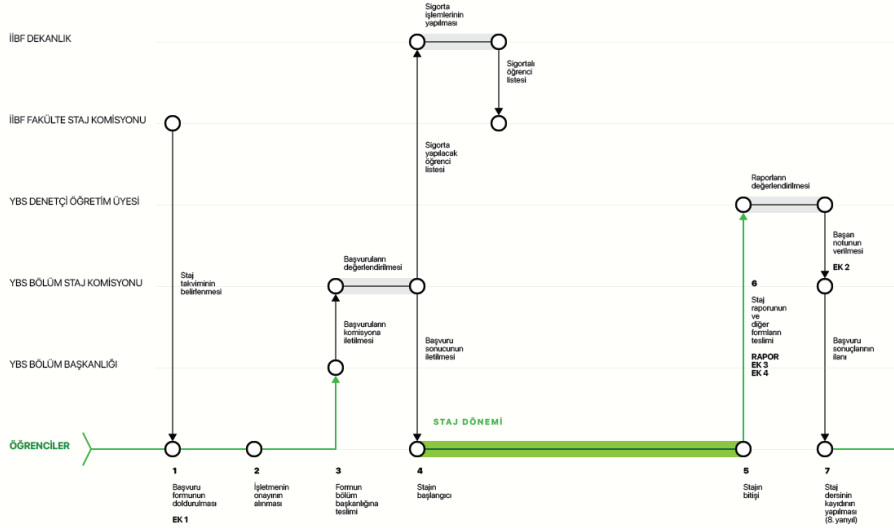
As of July 11, 2022

#### Digital format

See [http://mis.academy/index.php?title=MIS\\_420\\_Internship](http://mis.academy/index.php?title=MIS_420_Internship)

DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS  
CHAIR'S PORTAL  
<http://mis.academy>

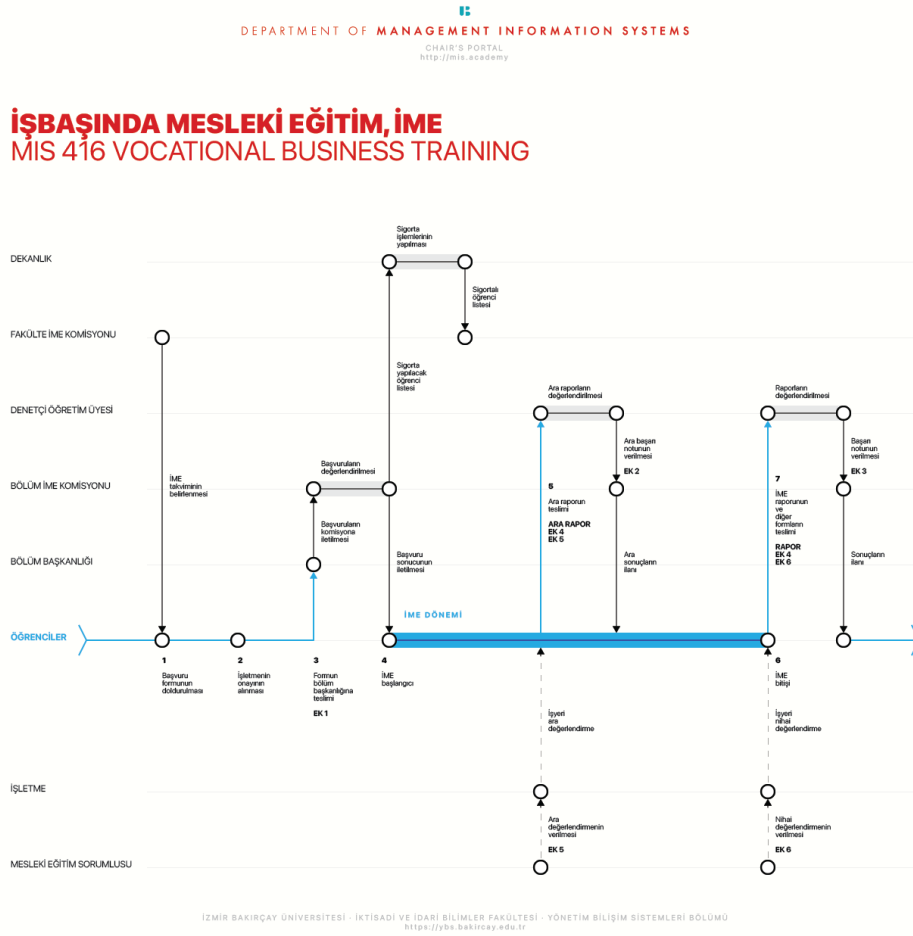
### STAJ MIS 420 INTERNSHIP



İZMİR BAKIRÇAY ÜNİVERSİTESİ - İKTİSADİ VE İDARİ BİLİMLER FAKÜLTESİ - YÖNETİM BİLİŞİM SİSTEMLERİ BÖLÜMÜ  
<http://ybs.bakircay.edu.tr>

**VBT GUIDE****Processes, Policies, and Procedures for the course of  
MIS 416 Vocational Business Training**

As of January 17, 2023

**Digital format**See [http://mis.academy/index.php?title=MIS\\_416\\_Vocational\\_Business\\_Training](http://mis.academy/index.php?title=MIS_416_Vocational_Business_Training)

## Revision History

August 20, 2023 - Rev. 1.0 - Version 1.0

- Ilter, Corrections.

May 12, 2023 - Rev. 0.9

- Ilter, Corrections.

March 27, 2022 - Rev. 0.8

- Ilter, Advisory Processes added.
- Ilter, Corrections.

March 10, 2022 - Rev. 0.7

- Ilter, Corrections.

January 12, 2022 - Rev. 0.6

- Ilter, GP Guide added.
- Areta, suggestions added.

January 9, 2022 - Rev. 0.5

- Ilter, Corrections.

January 8, 2022 - Rev. 0.4

- Ilter, Forms added. Academic advisory guide added.

### Forms

MF#01: MIS - Lecture Make Up Form, <https://forms.office.com/r/xd7qi6pcC1>

MF#02: MIS - Course Feedback Form, <https://forms.office.com/r/KAmmyVbG>

MF#03: MIS - Feedback Form, <https://forms.office.com/r/vZgvAjRYBs>

MF#04: MIS - Issue Tracking Form, <https://forms.office.com/r/T0u4X4krV3>

January 7, 2022 - Rev. 0.3

- Ilter, Third draft.

January 6, 2022 - Rev. 0.2

- Ilter, Second draft.

January 5, 2022 - Rev. 0.1

- Ilter, First draft.

## TO DO

- SPC: Statement of Research
- SPC: Statement of Teaching
- SPC: Semester opening
- SPC: Semester closing
- ~~Guide: Thesis for Bachelor's Program~~
- ~~Guide: Vocational Business Training~~
- ~~Guide: Internship~~
- SPC: MIS Department Member Appointment Procedures
- SPC: Role of a Research Assistant in the MIS Department
- SPC: Task Forces for Special Subjects (AT\*\*, Internship and Vocational Business Training, Double-Major Students, Transferred Students)

- Web: A common digital depository of forms
- \* SPC: Statements, Policies, Codes
- \*\*AT: Akademik Teşvik