## Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

## **Workflow Processes**

Process No.	14	
Process Name	Preparation of Weekly Course Schedules Process	PREPARATION OF WEEKLY COURSE PROGRAMS START YOUR PROCESS
Those Responsible for the Process	s Vocational School Department Heads, Vocational School Department Heads assistants	•
Process Organization Relationship	Vocational School Director, Vocational School Department Heads, Faculty Members, Students, Rectorate	Appropriate day for classes to be held by the Department Head,  The course schedule is prepared by determining the place and times
Purpose of the Process	Weekly days and hours of when the courses in the lesson plans of all programs will be held for each semester determined and announced to students	Prepared Exam Program for the Approval of the Vocational School Director offered
Limits of the Process	At the beginning of each semester according to the academic calendar Begins and Ends	
Process Steps	Por All Programs Each Semester Appropriate days and hours are determined for instructors to teach the courses they are responsible for, according to the determined course assignments.  Prepared Weekly Course Schedules It is submitted to the Directorate for Approval and after approval, it is sent to the Additional Course Unit so that additional course payments can be made.  Weekly Course Schedules Are Announced to Students.  Weekly Course Schedule is Entered into the Student Information System.  Lessons are followed according to the weekly lesson schedule.	Ves  Curriculum for Students and Faculty Members  Announced  In order to make additional course payments,  Program is Sent to Additional Course Unit  Lessons are followed according to the weekly lesson schedule
Performance Indicators	Implementation of weekly course schedules	END OF PROCESS