Plan-Do-Check-Act (PDCA) Cycle on Second Foreign Language Courses

According to the curriculum of the Department of International Relations, students must take one of the German, Spanish, French, Italian, Portuguese, Russian, Japanese courses as a second foreign language course for four semesters, and be successful in order to graduate. However, we have observed that due to the variance in the numbers of enrolled students, some second foreign language classes with a low number of enrolled students are closed and students are directed to other second foreign language courses. This has led to situations in which our students cannot complete the second foreign language course they have taken to a certain level, and have to start another language.

<u>Plan</u>: We contacted the Directorate of the School of Foreign Languages and shared with them the report of the second foreign language courses and levels taken by the students each semester to address the above-mentioned problem, and underlined that this situation relates to one of our graduation requirements.

<u>Do</u>: In the implementation phase, the levels of the second foreign language courses required for the graduation of our students were kept open with the cooperation and approval of the School of Foreign Languages' senior management, regardless of the number of students enrolled. In this way, the second foreign language courses that should be opened in the relevant semesters —as indicated in the International Relations curriculum— but did not have enough enrolled students were taken under our guarantee.

<u>Check</u>: No problems were observed in the first year of implementation. All students were able to continue their second foreign language courses during the registration period.

Act: In order to keep the information regarding the contribution of second foreign language courses in our department's curriculum to our students' employment prospects after graduation up to date, the Department Board has met and discussed the importance of second foreign language courses in the curriculum and asked the opinions of the department's External Advisory Board in this regard.