



ECTS COURSE INFORMATION FORM

Faculty	Faculty of Engineering	
Program	B.Sc. in Civil Engineering	Required
	B.Sc. in Computer Engineering	Required
	B.Sc. in Electrical-Electronics Engineering	Required
	B.Sc. in Industrial Engineering	Required
	B.Sc. in Mechanical Engineering	Required

Course Code	ENGR 301			
Course Title in English	Technical Report Writing and Presentation			
Course Title in Turkish	Teknik Rapor Yazma ve Sunma			
Language of Instruction	English			
Type of Course	Flipped Classroom/Lecture			
Level of Course	Undergraduate			
Course Category (by % of Content)	Basic Science	Basic Engineering	Engineering Design	General Education
	-	-	-	100
Semester Offered				
Contact Hours per Week	Lecture: 2 hours	Recitation: -	Lab: -	Other: -
Estimated Student Workload	100 hours per semester.			
Number of Credits	4 ECTS			
Grading Mode	Standard Letter Grade			
Pre-requisites	None			
Expected Prior Knowledge	None			
Co-requisites	None			
Registration Restrictions	Only Undergraduate Students			
Overall Educational Objective	To strengthen skills in technical writing and oral presentation in order to increase one's success and confidence.			
Course Description	This course will introduce students to scientific writing and proper citation focusing on engineering documentation types such as technical reports, proposals, posters, articles and short reports. Students will also be familiarized with business and electronic media communication activities. Oral, written and graphical data presentation skills will be improved and assessed using written assignments, poster preparation and oral presentation.			
Course Description in Turkish	Bu derste bilimsel rapor hazırlama ve kaynak gösterme yöntemleri teknik rapor, proje teklifi, poster ve makale tarzındaki mühendislik yazışmalarına odaklanarak gösterilmektedir. Ayrıca, iş yeri iletişimi ve elektronik medya yazışmaları hakkında bilgiler verilmektedir. Öğrencilerin verileri sözlü, yazılı ve grafiksel olarak aktarabilme becerileri yazılı ödevler, poster ve sunumlarla değerlendirilip geliştirilecektir.			
Course Learning Outcomes and Competencies	Upon successful completion of the course, the learner is expected to: 1. deliver effective oral presentations; 2. apply proper grammar rules in oral and written communications while using appropriate citations; 3. assess and present data accurately in written, graphical and oral format; 4. compose a variety of formal technical documents; 5. function effectively on a team.			

Relationship of the Course with the Student Outcomes	Level	Learning Outcome(s)	Assessed by
Student Outcomes	N=None S=Supportive H=High		Exam, Project, HW, Experiment, Presentation, etc.
(1) an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics			
(2) an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors			
(3) an ability to communicate effectively with a range of audiences	H	1, 2, 3, 4	Poster, In-class activities, Final Written Project, Oral Presentation, Peer/Instructor Feedback
(4) an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts			
(5) an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives	S	5	Poster
(6) an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions			
(7) an ability to acquire and apply new knowledge as needed, using appropriate learning strategies			
Prepared by and Date	Dr. Ani Natali Şigaher / September 2019		
Semester	Fall 2019-2020		
Name of Instructor	Dr. Ani Natali Şigaher		
Course Contents	Week	Topic	
	1.	Technical Writing Process, Sections of a Paper	
	2.	Writing an Introduction, Paraphrasing	
	3.	Writing about Methodology, Using Graphical Elements	
	4.	Writing about Results – Personal Project Proposals	
	5.	Writing about Discussion and Conclusion	
	6.	Plagiarism, Citations - Poster Preparation Guidelines	
	7.	Writing an Abstract	
	8.	Oral Presentation Guidelines - Poster Proposals	
	9.	Business Communications -Project Drafts Upload	
	10.	CV/Resume Writing	
	11.	Cover Letter Writing	
	12.	Job Interview Basics - Project Presentations (3 min. with 3 slides)	
	13.	Letters of Reference - Final Written Project Upload	
	14.	Letters of Reference - Final Written Project Upload	
	15.	Final Exam/Project/Presentation Period - Poster Presentations	
	16.	Final Exam/Project/Presentation Period - Finished CV/Resume Submissions	
Required/Recommended Readings	Technical Writing: A Practical Guide for Engineers, Scientists, and Nontechnical Professionals, Second Edition, Phillip A. Laplante, 2018, CRC Press, Taylor & Francis Group: Boca Raton, FL, USA Engineers' Guide to Technical Writing, Kenneth G. Budinski, 2001, ASM International: Materials Park, OH, USA Technical Communication, John M. Lannon, Laura J. Gurak, 2017, Pearson: NY, USA The Craft of Scientific Writing, Fourth Edition, 2018, Springer Verlag: NY, USA Science Research Writing For Non-Native Speakers of English, Hilary Glasman-Deal, 2010, Imperial College Press: London, UK		
Teaching Methods	Flipped Classroom/Lecture		
Homework and Projects	Poster, Oral presentation, Final written project		

Laboratory Work	-
Computer Use	Microsoft Office Applications
Other Activities	-
Assessment Methods	In-class activities: 15% Poster: 20% Oral presentation: 30% (15% for Poster and 15% for Final Written Project) Final written project: 35%
Course Administration	Instructor's office: Room 544 (5 th floor) Office hours: Monday 14:00- 16:00, Friday 14:00- 16:00 E-mail address: sigahern@mef.edu.tr Rules for attendance: YÖK Regulations A reminder of proper classroom behavior, code of student conduct: YÖK Regulations Statement on plagiarism: YÖK Regulations
Additional Remarks	Students must bring pencil & paper for this class. Students are required to keep track of their attendance. The instructor has the right to modify the syllabus as he/she sees fit.

ECTS Student Workload Estimation	Activity	No/Weeks	Hours			Calculation	Explanation
		No/Weeks per Semester (A)	Preparing for the Activity (B)	Spent in the Activity Itself (C)	Completing the Activity Requirements (D)		
	Lecture/Flipped Classroom	14	1	2	0	42	A*(B+C+D)
	HW	0	0	0	0	0	A*(B+C+D)
	Poster	1	7	2	0	9	A*(B+C+D)
	Presentation	1	8	1	0	9	A*(B+C+D)
	Final Project	8	4	1	0	40	A*(B+C+D)
	Total Workload					100	
	Total Workload/25					4	
	ECTS					4	