



COURSE INFORMATION FORM

Course Name	Course Code
REPORT WRITING TECHNIQUES	151414565

Semester	Number of Course Hours per Week		ECTS
	Theory	Practice	
4	3	0	3

Course Category (Credit)				
Basic Sciences	Engineering Sciences	Design	General Education	Social
			3	

Course Language	Course Level	Course Type
Turkish	Undergraduate	Elective

Prerequisite(s) if any	
Objectives of the Course	Teaching of provide information about editing, writing and drawing techniques relating with civil engineering using a computer.
Short Course Content	Teaching of curriculum vitae (CV) (resume) preparation techniques, explaining the rules of preparing technical papers related with civil engineering, to show that Microsoft Word applications, explaining the rules of preparation technical drawing (graphics and illustrations) related with civil engineering using Microsoft Excell, teaching presentation techniques of civil engineering, data show presentation with a demonstration for this purpose, as a practical demonstration of Microsoft PowerPoint, poster preparation to implementation.

Learning Outcomes of the Course	Contributed PO(s)	Teaching Methods *	Measuring Methods **
1 Prepares, edits, writes and presents correspondence for Civil Engineering	1, 7	1,2,5,6,15	A, D
2 Prepares curriculum vitae	2, 3	1,2	A, D
3 Prepares technical writing for Civil Engineering	4, 9	1,2,5,6,15	A, D
4 Prepares technical drawings (graphs-figures) for Civil Engineering	5, 6	1,2,5,6,15	A, D
5 Makes technical presentations about Civil Engineering	5, 6	1,2,5,6,15	A, D
6 Prepares technical posters about Civil Engineering	8, 10, 11	15	A, D
7			
8			

*Teaching Methods 1:Expression, 2:Discussion, 3:Experiment, 4:Simulation, 5:Question-Answer, 6:Tutorial, 7:Observation, 8:Case Study, 9:Technical Visit, 10:Trouble/Problem Solving, 11:Individual Work, 12:Team/Group Work, 13:Brain Storm, 14:Project Design / Management, 15:Report Preparation and/or Presentation

**Measuring Methods A:Exam, B:Quiz, C:Oral Exam, D:Homework, E:Report, F:Article Examination, G:Presentation, I:Experimental Skill, J:Project Observation, K:Class Attendance; L:Jury Exam

Main Textbook	Bilimsel bir Makale Nasıl yazılır ve Yayınlanır, A.Day Robert, Çev: Gülay Aşkar Altay, TÜBİTAK, 1998.
Supporting References	Bilimsel Araştırma Yöntemi: Kavramlar, İlkeler, Teknikler, Niyazi Karasar, Ankara 3A Araştırma Eğitim Danışmanlık Ltd. Şti., 1995. Bilimsel Araştırma ve Yazma El Kitabı, Halil Seyidoğlu, Güzem Yayınları, İstanbul, 2000. Araştırmalarda Rapor Hazırlama, Niyazi Karasar, Ankara 3A Araştırma Eğitim Danışmanlık Ltd. Şti., 1995. Araştırma Teknikleri ve Rapor Yazma, Rauf Arıkan, Gazi Kitabevi, Ankara, 2000.
Necessary Course Material	

Course Schedule	
1	Short &Long CV (resume) preparation, (WORD)
2	Itemized CV (resume) CV, (WORD)
3	Preparation of Job Application Letter, (WORD), (in Turkish)
4	Preparation of three Recommendation Letters (Reference Letters)
5	Preparation of the list of literature search for a technical civil engineering topic, (WORD)
6	Evaluation review of the literature search, (WORD)
7	Preparation a one-page technical paper (Abstract), (WORD)
8	Mid-Term Exam
9	Preparation of related tables, figures, graphs, (EXCELL)
10	Paper preparation according to Teknik Dergi (Digest) (Turkish)
11	Paper preparation according to Teknik Dergi (Digest) (Turkish)
12	Paper preparation according to a foreign journal (English)
13	Paper preparation according to a foreign journal (English)
14	Preparation of presentation of the manuscript, Handouts Preparation, (PowerPoint)
15	Preparation of Poster, such as on the ESOGÜ, MMF Web page.
16,17	Final Exam

Calculation of Course Workload			
Activities	Number	Time (Hour)	Total Workload (Hour)
Course Time (number of course hours per week)	14	3	42
Classroom Studying Time (review, reinforcing, prestudy,....)	14	1	14
Homework	2	3	6
Quiz Exam	1	0	0
Studying for Quiz Exam	1	0	0
Oral exam	1	0	0
Studying for Oral Exam	1	0	0
Report (Preparation and presentation time included)	1	0	0
Project (Preparation and presentation time included)	1	0	0
Presentation (Preparation time included)	1	0	0
Mid-Term Exam	1	2	2
Studying for Mid-Term Exam	1	14	14
Final Exam	1	2	2
Studying for Final Exam	1	10	10
Total workload			90
Total workload / 30			3
Course ECTS Credit			3

Evaluation	
Activity Type	%
Mid-term	40
Quiz	
Homework	10
Bir öge seçin.	
Bir öge seçin.	
Final Exam	50
Total	100

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO) (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low)		
NO	PROGRAM OUTCOME	Contribution
1	Sufficient knowledge of engineering subjects related with mathematics, science and civil engineering; an ability to apply theoretical and practical knowledge on solving and modeling	2
2	Ability to determine, define, formulate and solve complex civil engineering problems; for that purpose an ability to select and use convenient analytical and experimental methods.	2
3	Ability to design a complex system, a component and/or an engineering process under real life constrains or conditions, defined by environmental, economical and political problems; for	2
4	Ability to develop, select and use modern methods and tools required for civil engineering applications; ability to effective use of information technologies.	4
5	In order to investigate civil engineering problems; ability to set up and conduct experiments and ability to analyze and interpretation of experimental results.	4
6	Ability to work effectively in inner or multi-disciplinary teams; proficiency of interdependence.	3
7	Ability to communicate in written and oral forms in Turkish/English; proficiency at least one foreign language.	4
8	Awareness of life-long learning; ability to reach information; follow developments in science and technology and continuous self-improvement.	3
9	Understanding of professional and ethical issues and taking responsibility	3
10	Awareness of project, risk and change management; awareness of entrepreneurship, innovativeness and sustainable development.	3
11	Knowledge of actual problems and effects of engineering applications on health, environment and security in global and social scale; an awareness of juridical results of engineering	4

LECTUTER(S)			
Prepared by	Prof. Dr. İlker Bekir TOPÇU		
Signature(s)			

Date:06.06.2024