

Alanya Alaaddin Keykubat University | Rafet Kayış Faculty of Engineering  
**Mechanical Engineering Department**  
 2023-2024 Spring Semester

**Syllabus**

<b>Code/Name</b>	SEC 202.1 / Report Writing and Presentation Skills
<b>Type</b>	Elective
<b>Credit/ECTS</b>	4/4
<b>Hour per Week</b>	3 (3+0+0)
<b>Level/Year</b>	Undergraduate/2
<b>Semester</b>	Spring
<b>Classroom</b>	D306
<b>Content</b>	Effective report, presentation, and poster preparation techniques, Visual and audio tools used in report, presentation, and poster preparation. Effective use of databases in report, poster, and presentation preparation.
<b>Prerequisites</b>	-
<b>Textbooks</b>	<i>Primary</i> Class Notes
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To inform students about report, poster, and presentation preparation techniques,</li> <li>• to raise awareness about academic writing types,</li> <li>• to provide information about effective report, poster, and presentation preparation techniques.</li> </ul>
<b>Course Outcomes</b>	<p>In this course you will be able to:</p> <p>C01 Learn effective scientific report preparation techniques.</p> <p>C02 Understand the importance of ethics, plagiarism, and open access issues.</p> <p>C03 Learn effective presentation and poster preparation techniques</p> <p>C04 Understand the importance of visual and audio tools used in presentation and poster preparation</p>

**Weekly Schedule of Topics**

W	Topic
1	Effective scientific report writing techniques
2	Effective presentation preparation techniques
3	Effective poster preparation techniques
4	Visual and audio tools used in preparing posters and presentations
5	Student presentations
6	Student presentations
7	Student presentations
8	Midterm
9	Student presentations
10	Student presentations
11	Student presentations
12	Student presentations
13	Student presentations
14	Student presentations

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15 Student presentations

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16 Student poster presentations (Final)

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**Professional Contribution** Ability to prepare and present scientific topics

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**Contribution to Program Outcomes\***

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
C01	2	2	0	0	0	5	5	5	4	3	0
C02	2	3	0	0	0	5	5	5	5	3	0
C03	1	2	0	0	0	5	5	5	4	3	0
C04	1	2	0	0	0	5	5	5	4	3	0

\* Contribution Level | 0: None | 1: Very Low | 2: Low | 3: Medium | 4: High | 5: Very High

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**Special Conditions** Students work individually for the presentations.

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**Requirements** Basic knowledge of MS Word and PowerPoints

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**Course Policy**

- Be in the class on time.
- English should always be used to communicate with one another.
- At least 70% attendance is required, otherwise a grade of **DZ** will be assigned.
- You must present in class for the presentations and write a report after presentation, otherwise you will not be graded for the presentation and report writing.
- You must present to the whole department for the poster, otherwise you will not be graded for the final exam.

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**Cheating & Plagiarism**

- Copying or letting someone copy your work on exams, assignments, or reports is cheating.
- Cutting and pasting text, figures and tables from web sources or any other electronic source is plagiarism.
- The consequence of academic dishonesty is to receive a grade of **FF** for the course.

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**Evaluation**

Midterm	30%
Presentation and report	25%
Poster presentation	45%
Total	100%

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**Rubric** A rubric will be announced before the presentation sessions. The rubric has 2 main parts for the grading: technical assessment and writing or presentation performance.

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**Instructor**

Name/Surname	Şurhan GÖL	Email	surhan.gol@alanya.edu.tr
Room	131	Office Hours	Tuesday 14:30-15:15 and Wednesday 10:30-11:15/15:30-16:15

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Prepared by Şurhan GÖL on June 2nd, 2024.