

Alanya Alaaddin Keykubat University | Rafet Kayış Faculty of Engineering
Genetic and Bioengineering Department
 2026-2027 Spring Semester

Syllabus

Code/Name	SEC 202.1 / Report Writing and Presentation Skills
Type	Elective
Credit/ECTS	4/4
Hour per Week	3 (3+0+0)
Level/Year	Undergraduate/2
Semester	Spring
Classroom	D306
Content	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.
Prerequisites	-
Textbooks	<i>Primary</i> Class Notes
Objectives	• To inform students about report, poster, and presentation preparation techniques, • to raise awareness about academic writing types, • to provide information about effective report, poster, and presentation preparation techniques.
Course Outcomes	In this course you will be able to: CO1 Identify effective scientific report preparation techniques. CO2 Explain the importance of ethics, plagiarism, and open access issues. CO3 Recognize effective presentation and poster preparation techniques CO4 Memorize the importance of visual and audio tools used in presentation and poster preparation CO5 Express themselves in front of their classmates

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	Student presentations
9	Student presentations
10	Student presentations
11	Student presentations
12	Student presentations
13	Student presentations
14	Student presentations

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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
CO1	2	2	0	0	0	5	5	5	4	3	0
CO2	2	3	0	0	0	5	5	5	5	3	0
CO3	1	2	0	0	0	5	5	5	4	3	0
CO4	1	2	0	0	0	5	5	5	4	3	0
CO5	1	0	0	0	0	3	5	5	5	1	2

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

Special Conditions	Students work individually for the presentations and posters.
Requirements	Basic knowledge of MS Word and PowerPoints
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.
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.
Evaluation	Midterm 30% Presentation and report 25% <u>Poster presentation (Final exam) 45%</u> Total 100%
Rubric	A rubric will be announced before the presentation and poster sessions. The rubric has 2 main parts for the grading: technical assessment and writing or presentation performance.

Instructor			
Name/Surname	Özlem Kaplan	Email	ozlem.kaplan@alanya.edu.tr
Room	3 rd Floor	Office Hours	Tuesday 13:30-15:30

Prepared by Özlem Kaplan on September 29th, 2026.