



**ESOGU ELECTRICAL-ELECTRONICS ENGINEERING DEPARTMENT  
COURSE INFORMATION FORM**

| Course Title      | Course Code |
|-------------------|-------------|
| TECHNICAL WRITING | 151222xxx   |

| Semester in Program | Number of Course Hours per Week |          | ECTS Credit |
|---------------------|---------------------------------|----------|-------------|
|                     | Theory                          | Practice |             |
| 2                   | 3                               | 0        | 3           |

| Course ECTS Credit Distribution |                      |        |                   |        |
|---------------------------------|----------------------|--------|-------------------|--------|
| Basic Sciences                  | Engineering Sciences | Design | General Education | Social |
|                                 |                      |        | 3                 |        |

| Language of Instruction | Course Level  | Course Type |
|-------------------------|---------------|-------------|
| English                 | Undergraduate | Required    |

|                                 |  |
|---------------------------------|--|
| <b>Prerequisite</b>             | Expository Writing   |
| <b>Objectives of the Course</b> | Teaching how to access sources<br>Teaching how to cite and document sources<br>Teaching how to write an academic paper<br>Awareness about plagiarism<br>Writing a paper on current issues that concern the society including health, environment and energy issues.  |
| <b>Brief Course Content</b>     | Borrowing information from sources, direct quote, paraphrase, summary, intext citations, use of index cards, reliability of the sources, outline, introduction paragraph, body and conclusion paragraphs, style for references, page layout, writing a 5-6 page paper on topics related to health, environment and energy sources. |

| Learning Outcomes of the Course  | Contributed POs | Teaching Methods * | Assessment Methods ** |
|--|-----------------|--------------------|-----------------------|
| 1 Development of written communication skills,   | 7a, 7b, 7c      | 1,2,6              | A, B, E               |
| 2 Development of writing skills for summaries, paraphrases, and direct quotes                      | 7a, 7b, 7c      | 1,2,6              | A, B, E               |
| 3 Planning for a paper,  | 7a, 7b, 7c      | 1,2,6              | A, B, E               |
| 4 Documenting the sources that the information is borrowed from.                                   | 7a, 7b, 7c      | 1,6,15             | A, B, E               |
| 5 Introduction to professional authorship  | 7a, 7b, 7c      | 1,6,15             | A, B, E               |
| 6 Acquiring awareness about environment, health and energy issues through the research and writing | 11, 12          | 1,6,15             | E                     |
| 7  |                 |                    |                       |
| 8  |                 |                    |                       |

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

\*\*Assessment 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

|                                  |   |
|----------------------------------|---|
| <b>Main Textbook</b>             | Stephen Bailey, <i>Academic Writing: A Handbook for International Students</i> , 5th Edition, London: Routledge, 2017               |
| <b>Supplementary Resources</b>   | Carol Ellison, <i>McGraw-Hill's Concise Guide to Writing Research Papers</i> (Perfect Phrases Series), New York : McGraw-Hill, 2010 |
| <b>Necessary Course Material</b> | 40 sheets of ruled paper or a notebook  |

| Course Weekly Schedule |  |
|------------------------|--|
| 1                      | Introduction to the course                           |
| 2                      | Sources of information, Critical analysis of sources |
| 3                      | Borrowing information from sources                   |
| 4                      | Forms of borrowed information                        |
| 5                      | Paraphrasing   |
| 6                      | Paraphrasing practice                                |
| 7                      | Summaries  |
| 8                      | Mid-Term Exams                                       |
| 9                      | Blending source information into own writing         |
| 10                     | Research for the topic                               |
| 11                     | Developing a thesis statement                        |
| 12                     | Planning and Organization                            |
| 13                     | Synthesis  |
| 14                     | Revision   |
| 15                     | Printed page format and course review                |
| 16,17                  | Final Exams  |

| Calculation of Course Workload                              |       |             |                       |
|---|-------|-------------|-----------------------|
| Activities  | Count | Time (Hour) | Total Workload (Hour) |
| Weekly classroom time                                       | 14    | 3           | 42                    |
| Weekly study time (review, reinforcing, preparation)        | 14    | 1           | 14                    |
| Homework  | 5     | 1           | 5                     |
| Taking a quiz   | 2     | 2           | 4                     |
| Studying for a quiz   | 2     | 5           | 10                    |
| Oral exam   |       |             |                       |
| Studying for an oral exam                                   |       |             |                       |
| Report writing (Preparation and presentation time included) | 4     | 5           | 20                    |
| Project (Preparation and presentation time included)        |       |             |                       |
| Presentation (Preparation time included)                    |       |             |                       |
|   |       |             |                       |
| Mid-Term Exam   | 1     | 2           | 2                     |
| Studying for Mid-Term Exam                                  | 1     | 5           | 5                     |
| Final Exam  |       |             |                       |
| Studying for Final Exam                                     |       |             |                       |
| <b>Total workload</b>                                       |       |             | <b>102</b>            |
| <b>Total workload / 30</b>                                  |       |             | <b>3,4</b>            |
| <b>Course ECTS Credit</b>                                   |       |             | <b>3</b>              |

| Assessment                 |     |
|----------------------------|-----|
| Activity Type              | %   |
| Mid-term                   | 20  |
| Quiz 1                     | 10  |
| Quiz 2                     | 40  |
| <b>Final Exam (report)</b> | 30  |
| <b>Total</b>               | 100 |

**COURSE CONTRIBUTION TO THE PROGRAM OUTCOMES**

(5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low)

| NO | PROGRAM OUTCOMES   | Contribution |
|----|--|--------------|
| 1  | a. Sufficient knowledge of mathematics   |              |
|    | b. Sufficient knowledge of basic sciences  |              |
|    | c. Sufficient basic engineering and Electrical-Electronics engineering knowledge   |              |
|    | d. Skill of applying all these knowledge and experience to complicated Electrical-Electronics engineering problems   |              |
| 2  | Skill of defining, identifying, formulating and solving the complicated problems in Electrical-Electronics engineering and related areas by applying appropriate analysis and modelling methods.   |              |
| 3  | Skill of designing a complicated process, system, equipment or product by applying modern design methods under realistic constraints and conditions.   |              |
| 4  | To analyze and solve the complicated engineering problems:   |              |
|    | a. skill of developing, selecting and applying the required techniques and devices   |              |
| 5  | b. skill of using information technologies effectively   |              |
|    | To study the complicated on the complicated Electrical-Electronics engineering problems and research subjects:   |              |
| 6  | a. skill of experimental design  |              |
|    | b. skill of performing the experiments, collecting the data and analyzing and interpreting the results   |              |
| 7  | a. Skill of performing individual studies  |              |
|    | b. Skill of performing intra and interdisciplinary and multidisciplinary teamwork and studies  |              |
| 8  | a. Skill of effective oral and written communication in Turkish and English  | 5            |
|    | b. Skill of improving and using foreign language knowledge   | 5            |
|    | c. Skill of effective reporting, understanding the reports and preparing the design and production reports   | 5            |
|    | d. Skill of effective presentation and giving and getting clear and understandable instructions.   |              |
| 9  | Awareness of the necessity of life-long learning and skill of accessing to information and following the improvements in contemporary science and technology   |              |
| 10 | a. Awareness of necessity of behaving in accordance with the ethical principles and awareness of the importance of having professional ethical responsibilities  |              |
|    | b. Knowledge about legal regulations and standards of engineering  |              |
| 11 | a. Knowledge about project management, risk management and change management   |              |
|    | b. Awareness of the significance of entrepreneurship and innovation  |              |
|    | c. Knowledge about sustainable development   |              |
| 12 | Knowledge about the effects of engineering applications and practices on the global and social health, ecology and safety, knowledge about the current problems in relation to the working areas of Electrical-Electronics engineering; and awareness of the legal issues resulting from engineering solutions | 3            |
| 13 | Knowledge about modern problems in local and universal scale   | 4            |

**INSTRUCTORS**

|                    |                       |  |  |
|--------------------|-----------------------|--|--|
| <b>Prepared by</b> | Prof.Dr. H. H. ERKAYA |  |  |
|--------------------|-----------------------|--|--|

**Date:**12.07.2024