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| logo | **ÇANKAYA UNIVERSITY**  **BASIC AND ELECTIVE COURSES**  **ENGLISH UNIT** **Course Definition Form** |

**Part I. Course Information**

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| Department Name  *Use capital letters only* | | | FOREIGN LANGUAGES UNIT | | | | | | | | | | | | | Dept. Numeric Code | | | | |  |  | | |  |
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| Course Code |  | Code+Course No | | | | | | | |  | Number of Lecture Hours per Week |  |  |  | Number of Lab./Tutorial Hours per Week | |  |  |  | Number of Credit Hours | | |  |  |  |
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| Course Web Site  *Use capital letters only* | http: // rtw405.cankaya.edu.tr | ECTS Credit |  | 0 3 |  |

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| Course Name  *Fill in one capital letter in each box. This information will appear in the printed catalogs and on the web online catalog.* | | |
|  | English Name *maximum 80 characters* |  |
| **Report Writing** |
| Abbreviated English Name *maximum 20 characters* |
| RTW |
| Turkish Name *maximum 80 characters* |
| **Rapor Yazma** |
| Abbreviated Turkish Name *maximum 20 characters* |
| RTW |
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| Prerequisites (if any)  *Give course codes and check all that are applicable.* | | | | |  | 1st | | | | | | | | | | | | | |  | | 2nd | | | | | | | | | | |  | 3rd | | | | | | | | |  | 4th | | | | | | | | | | | |  |
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|  | | Consent of the Instructor | | | | | | | | | | | | | | | | |  | Give others, if any. | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
|  | | Senior Standing | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Co-requisites (if any) | | | | |  | 1st | | | | | | | | | | | | | |  | | 2nd | | | | | | | | | | |  | 3rd | | | | | | | | |  | 4th | | | | | | | | | | | |  |
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| Course Type *check all that are applicable* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  | Must course for Dept(s). | | | | | | | X | | | Must course for other dept(s) | | | | | | | | | | | | | | | |  | | Elective course for Dept. | | | | | | | | |  | | | Elective course for other dept(s) | | | | | | | | | | | | | | |
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| Is the New Course Replacing an Old Course in the Curriculum? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Old Course Code | | |  | Code+Course No | | | | | | | | | | | | | | | | |  | | Old Course Name | | | | | | | **Writing Technical Reports** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **E** | **N** | | **G** | | | **4** | | | | **0** | | **1** | |  | | |
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|  | | x | | Yes | | |  | | No | |
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| Most Similar Course | | |  | Code+Course No | | | | | | | | | | | | | | | | |  | | Course Name | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Frequency of Offerings  *Check all semesters that the course is planned to be offered.* |  | | | | | | |
|  | **X** | Fall |  | Spring | x | Summer |
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| First Offering | | | | | | | | | | | | |
| Academic Year |  | | | | | Semester |  | | | | | |
| 20 | 13 | / 20 | 14 |  |  |  | Spring | **X** | Fall | |
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| Maximum Class Size Proposed | | | 25 | Student Quota for Other Departments | | |  | Approximate Number of Students Expected to Take the Course | | | | 300 |

**PART II. Detailed Course Information**

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| Justification for the Proposal |
| Curriculum Evaluation and Improvement |

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| Course Description (English)  *Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog.*  *Maximum 60 words.* |
| RTW 405 is a report writing course designed to help students acquire necessary skills of writing a report required for academic studies and professional purposes. In this course, students will be exposed to theoretical knowledge and process writing activities that will enable them to gather, process, and present concise and accurate data based on thorough research. The course also aims to help students to internalize and appreciate the concepts of issue, method, evidence, and conclusion as they make progress through the stages of report writing. |

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| Course Description (Turkish)  *Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog.*  *Maximum 60 words.* |
| RTW 405 dersi, öğrencilerin mesleki amaçlarına yönelik olarak akademik rapor yazabilmeleri için gerekli olan temel becerileri kazanmasına yardımcı olmak üzere tasarlanmış bir rapor yazma dersidir. Bu derste, yazma süreci ve teknikleriyle ilgili teorik bilgiler edinecek olan öğrenciler, kapsamlı araştırmalara dayalı kısa ve doğru veriler toplama, değerlendirme gibi faaliyetleri içeren çeşitli yazma çalışmaları yapacaktır. Bu ders aynı zamanda öğrencilerin rapor yazma sürecinde izlenecek aşamalardan geçerken konu, yöntem, kanıt ve sonuç gibi çeşitli kavramları doğru şekilde kavramalarına yardımcı olmayı hedefler. |

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| Course Objectives  *Explain the aims of the course.*  *Maximum 60 words.* |
| **Upon successful completion of the course, students will**   * **improve their academic language skills and abilities to express themselves accurately and effectively in reports.** * **expand their knowledge of lexicon frequently used in academic settings.** * **distinguish between a report and thesis paper.** * **explain the types of reports.** * **explain the features of a report.** * **explain and apply the techniques to be used when writing a report.** * **organize the stages of report writing process.** * **apply the methods of gathering information for writing a report.** * **improve their research skills to avoid plagiarism.** |

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| **Learning Outcomes**  *Explain the learning outcomes of the course. Maximum 10 items.* |
| Students can   * learn, internalize, accept and carry out the stages in a process writing approach, while writing academic and technical reports * evaluate, synthesize and use information from field-specific texts at an advanced level * listen for a specific purpose to choose relevant information and to take notes at an advanced intermediate level * initiate and maintain discussions at an advanced level and on topics about their field of study. |

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| **Course Classification**  *Give the appropriate percentages for each category.* | |
| Category | Percentage |
| Mathematics & Natural Sciences | 10% |
| Engineering Sciences | 10% |
| Engineering Design & Technology | 0% |
| Architectural Theory & History | 0% |
| Architectural Design & Planning | 0% |
| Administrative Sciences | 10% |
| Humanities & Law | 70% |
| Arts | 0% |

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| Course Outline  *List the topics covered within each week.* | |
| Week | Topic(s) |
| 1 | Introduction to the course and course requirements |
| 2 | Definition of Report |
| 3 | [Types of Reports](http://www.io.com/~hcexres/textbook/techreps.html#types#types) |
| 4 | The Process of Pre-writing |
| 5 | General Characteristics of Reports |
| 6 | Report Format |
| 7 | Gathering information |
| 8 | Submission of First Draft & Peer Editing |
| 9 | Writing Reports |
| 10 | Post-writing |
| 11 | Students’ Presentations  Submission of Final Draft |
| 12 | Students’ Presentations |
| 13 | Students’ Presentations |
| 14 | Students’ Presentations |

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| Textbook(s)  *List the textbook(s), if any, and other related course documents to be used as the main course material.* | | | | |
| Author(s) | Title | Publisher | Publication Year | ISBN |
| Several | **Compiled Teaching Materials and Online Sources** |  |  |  |

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| Reference Books  *List the reference books, if any, which might be recommended as supplementary material.* | | | | |
| Author(s) | Title | Publisher | Publication Year | ISBN |
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| Teaching Policy  *Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)* |
| **Lecture; team/class discussions; communicative/meaningful language exercises; in- and out-of-class reading/writing tasks; library research; online research; workshops; role-plays.** |

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| Laboratory/Studio Work  *Give the number of laboratory/studio hours required every week, if any, to do supervised laboratory/studio work, and list the names of the laboratories/studios in which these sessions will be conducted.* |
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| Computer Usage  *Briefly describe the computer usage and the hardware/software requirements in the course.* |
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| Assessment Tool | Quantity | Percentage |
| Midterm Exam | 1 | %20 |
| Portfolio | 1 | %40 |
| Final Exam | 1 | %25 |
| Overall In-Class Performance | Throughout the course | %10 |
| Teacher Assessment | Throughout the course | % 5 |

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| **ECTS Workload**  *List all the activities considered under the ECTS.* | | | |
| Activity | Quantity | Duration  (hours) | Total Workload  (hours) |
| Attending Lectures (*weekly basis*) | 14 | 2 | 28 |
| Attending Labs/Recitations (*weekly basis*) | - | - | - |
| Preparation beforehand and finalizing of notes (*weekly basis*) | 14 | 1 | 14 |
| Collection and selection of relevant material (*once*) | - | - | - |
| Self study of relevant material (*weekly basis*) | 14 | 1 | 14 |
| Homework assignments | 14 | 1.5 | 21 |
| Preparation for Quizzes | - | - | - |
| Preparation for Midterm Exams (*including the duration of the exams*) | 1 | 3 | 3 |
| Preparation of Term Paper/Case Study Report (*including oral presentation*) | 1 | 5 | 5 |
| Preparation of Term Project/Field Study Report (*including oral presentation*) | - | - | - |
| Preparation for Final Exam (*including the duration of the exam*) | 1 | 5 | 5 |
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| TOTAL WORKLOAD **/** 30 | | | 90 |
| **ECTS Credit** | | | **3** |

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| **Part III. Approval Process** | | | | |
| Names of other **faculty** members who may be interested in **teaching** this course  *Give the Academic Title first.* | | **Proposed by** | Faculty Member  *Give the Academic Title first.* | Signature |
|  | | Foreign Languages Unit |  |
|  | |  |  |
| Date |  |  |  |

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| Departmental Board Meeting Date |  | Meeting Number |  | Decision Number |  |
| Department Chair |  | Signature |  | Date |  |

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| Faculty Academic Board Meeting Date |  | Meeting Number |  | Decision Number |  |
| Dean |  | Signature |  | Date |  |

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| Senate  Meeting Date |  | Meeting Number |  | Decision Number |  |