



Course Description Form

2013-2014 Fall

DEPARTMENT	Civil Engineering		
COURSE CODE	ZMG 596		
COURSE TITLE	Seminer		
TERMS OFFERED	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring		
LANGUAGE	<input checked="" type="checkbox"/> Turkish <input type="checkbox"/> English		
COURSE (CATALOG) DESCRIPTION	Necessary material and experience to improve communication skills (technical writing and presentation) of graduate students		
PREREQUISITES	None		
CREDITS	0	COURSES	LAB
TYPE 1	<input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Elective		
Contribution to Professional Component	<input type="checkbox"/> BS <input checked="" type="checkbox"/> ES <input type="checkbox"/> ED <input checked="" type="checkbox"/> GE		
	BS: Basic Science ES: Engineering Science ED: Engineering Design GE: General Education		
INSTRUCTOR(S)	Assist. Prof. Ece Bayat (Civil Eng. Faculty Room 259 Tel: 2853860)		
OFFICE HOURS	Email: ebayat@itu.edu.tr		
COURSE AND LAB SCHEDULE			
Lecture	Fridays 13:30-15:30		
NUMBER OF ACTIVITIES AND THEIR CONTRIBUTION (%) TO THE FINAL GRADE			
Activity	Number	Contribution (%) to the final grade	Explanation
Attendance	75%		First two classes are obligatory, minimum 8 out of remaining 12 classes are required
Seminar	1		
Other (Technical Paper)	1		
TEXT BOOK and ADDITIONAL MATERIAL	<ol style="list-style-type: none">1. Chivers, Barbara Shoolbred, Michael, Student's guide to presentations, Sage Publications, Incorporated, 2007.2. Mandel, Steve, Philip Mapson, Ralph, Technical presentation skills: A practical guide for better speaking , Course Technology Crisp, 1994.3. Robert A. Day, How to write & publish a scientific paper, Phoenix: Oryx Press, 1988.4. Robert A. Day çev. Gülay Aşkar Altay, Bilimsel bir makale nasıl yazılır ve yayımlanır?, [Ankara] : TÜBİTAK, 19965. Judith S. VanAlstyne, Gordon R. Maddison , Professional and technical writing strategies : communicating in technology and science, Englewood Cliffs, N.J. : Prentice Hall, 1994.6. Björn Gustavii, How to write & illustrate a scientific paper, New York: Cambridge University Press, 2008.7. David Beer, David McMurrey, A guide to writing as an engineer, New York: Wiley, c2005.8. Mike Markel, Technical communication, Boston, Mass.: Bedford/St Martin's, 2004.9. Martha Davis; illustrations by Gloria Fry, Scientific papers and presentations, San Diego: Academic Press, 1997.		