

## GENEL TANIM / GENERAL DESCRIPTION

|   |   |   |
|---|---|---|
| Ders Adı / Course Name  | Communication Skills and Academic Reporting II / Communication Skills and Academic Reporting II   |   |
| Ders Kodu / Course Code   | CSAR102   |   |
| Ders Türü / Course Type   |   |   |
| Ders Seviyesi / Course Level  | Bachelor / Bachelor   |   |
| Ders Akts Kredi / ECTS  | 6.00  |   |
| Haftalık Ders Saati (Kuramsal) / Course Hours For Week (Theoretical)              | 2.00  |   |
| Haftalık Uygulama Saati / Course Hours For Week (Objected)                        | 2.00  |   |
| Haftalık Laboratuvar Saati / Course Hours For Week (Laboratory)                   | 0.00  |   |
| Dersin Verildiği Yıl / Year   | 1   |   |
| Öğretim Sistemi / Teaching System   | Daytime Class / Daytime Class   |   |
| Eğitim Dili / Education Language  | English / English   |   |
| Ön Koşulu Olan Ders(ler) / Precondition Courses                                   | communication skills and academic reporting 1   | communication skills and academic reporting 1   |
| Amacı / Purpose   | .This course gives students valuable information about communication skills and academic reporting, which is necessary during education in universities   | .This course gives students valuable information about communication skills and academic reporting, which is necessary during education in universities   |
| İçeriği / Content   | During this course, they will be familiar with several types of communication skills , team working, Managing a meeting , Scientific writing , Qualitative and Quantitative research, one or two types of writing citation, plagiarism. | During this course, they will be familiar with several types of communication skills , team working, Managing a meeting , Scientific writing , Qualitative and Quantitative research, one or two types of writing citation, plagiarism.   |
| Önerilen Diğer Hususlar / Recommended Other Considerations                        | Yoktur  | None  |
| Staj Durumu / Internship Status   | Yoktur  | None  |
| Kitabı / Malzemesi / Önerilen Kaynaklar / Books / Materials / Recommended Reading | Öğretim görevlisi tarafından hazırlanan materyaller kullanılacaktır. before.<br><a href="https://owl.purdue.edu/owl/">https://owl.purdue.edu/owl/</a>   | Teacher prepared materials will be used. They will be shared a week before.<br><a href="https://owl.purdue.edu/owl/">https://owl.purdue.edu/owl/</a><br>1. <a href="https://www.indeed.com/career">https://www.indeed.com/career</a><br>2. <a href="https://owl.purdue.edu/owl/">https://owl.purdue.edu/owl/</a><br>3.Essential of Business Communication ,Mary Ellen Guffey, south western College, 2006<br>4.The five CS of Good communications - connecting with your reader-the productivity pro, 2013. |
| Öğretim Üyesi (Üyeleri) / Faculty Member (Members)                                | Alireza Arshadi Khamseh, Associate Professor  |   |

## ÖĞRENME ÇIKTILARI / LEARNING OUTCOMES

|   |                                |  |
|---|--------------------------------|--|
| 1 | akademik makale yazma          | write academic essays,                           |
| 2 | araştırma metodları geliştirme | conduct a research based on the research ethics, |
| 3 | Yazdıkları makaleyi sunma      | present a paper they write                       |

## HAFTALIK DERS İÇERİĞİ / DETAILED COURSE OUTLINE

| Hafta / Week |  |  |     |  |                           |
|--------------|--|--|-----|--|---------------------------|
| 1            | Teorik Dersler / Theoretical                                     | Uygulama   | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|              | Introduction to course (U)<br>• Introduction to Academic Writing | Öğrenciler der girdisi ve çıktısı hakkında bilgilendirme   |     |  |                           |
|              | Introduction to course (U)<br>• Introduction to Academic Writing | Informing learners about the course inputs and outcomes  |     |  |                           |
| 2            | Teorik Dersler / Theoretical                                     | Uygulama   | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|              | The role and importance of communication skills in career        | Here teacher discusses about the role and importance of communication skills in everyday life  |     |  |                           |
|              | The role and importance of communication skills in career        | Here teacher discusses about the role and importance of communication skills in everyday life  |     |  |                           |
| 3            | Teorik Dersler / Theoretical                                     | Uygulama   | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|              | Culture and different audiences' effects on communications       | in this section teacher illustrates different cultures affects in communication with several examples and discussion   |     |  |                           |
|              | Culture and different audiences' effects on communications       | .in this section teacher illustrates different cultures affects in communication with several examples and discussion  |     |  |                           |
| 4            | Teorik Dersler / Theoretical                                     | Uygulama   | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|              | Communication channels and improvement                           | here we have detail context on different communication tools and their applications  |     |  |                           |
|              | Communication channels and improvement                           | here we have detail context on different communication tools and their applications  |     |  |                           |
| 5            | Teorik Dersler / Theoretical                                     | Uygulama   | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|              | Communication and reflective listening                           | In this section one of the important tools for having a better communication; listening will be discussed and several types of listening will be illustrated |     |  |                           |
|              | Communication and reflective listening                           | In this section one of the important tools for having a better communication; listening will be discussed and several types of listening will be illustrated |     |  |                           |

|    |   |   |     |  |                           |
|----|---|---|-----|--|---------------------------|
| 6  | Teorik Dersler / Theoretical                | Uygulama  | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Making effective meeting                    | Here on of the crucial tools in the business administration will be discussed as "how to have an effective meeting and manage a meeting effectively |     |  |                           |
|    | Making effective meeting                    | Here on of the crucial tools in the business administration will be discussed as "how to have an effective meeting and manage a meeting effectively |     |  |                           |
| 7  | Teorik Dersler / Theoretical                | Uygulama  | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Team Working                                | Here the teacher gives information and methods about how to team work as one of the critical tools for communication ; communication skills         |     |  |                           |
|    | Team Working                                | Here the teacher gives information and methods about how to team work as one of the critical tools for communication ; communication skills         |     |  |                           |
| 8  | Teorik Dersler / Theoretical                | Uygulama  | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Vize sınavı                                 | Hiçbiri   |     |  |                           |
|    | midterm                                     | None  |     |  |                           |
| 9  | Teorik Dersler / Theoretical                | Uygulama  | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Writing skills-Qualitative and Quantitative | Here we discus about formal and informal writing and several writing skills and qualitative and quantitative methods in scientific research         |     |  |                           |
|    | Writing skills-Qualitative and Quantitative | Here we discus about formal and informal writing and several writing skills and qualitative and quantitative methods in scientific research         |     |  |                           |
| 10 | Teorik Dersler / Theoretical                | Uygulama  | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Scientific Writing-1                        | in this section we disuse about scientific writing , types and important notes  |     |  |                           |
|    | Scientific Writing-1                        | in this section we disuse about scientific writing , types and important notes  |     |  |                           |

|    |                                 |   |     |  |                           |
|----|---------------------------------|---|-----|--|---------------------------|
| 11 | Teorik Dersler / Theoretical    | Uygulama  | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Scientific and thesis writing 2 | in this section reminder pat of scientific writing and how to write and what are the main section of a scientific paper will be illustrated and we will have a review on thesis writing and it's difference with writing a scientific paper |     |  |                           |
|    | Scientific and thesis writing 2 | in this section reminder pat of scientific writing and how to write and what are the main section of a scientific paper will be illustrated and we will have a review on thesis writing and it's difference with writing a scientific paper |     |  |                           |
| 12 | Teorik Dersler / Theoretical    | Uygulama  | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Plagiarism and paraphrasing     | here we talk about plagiarism and how to paraphrasing to prevent plagiarism in our scientific writing   |     |  |                           |
|    | Plagiarism and paraphrasing     | here we talk about plagiarism and how to paraphrasing to prevent plagiarism in our scientific writing   |     |  |                           |
| 13 | Teorik Dersler / Theoretical    | Uygulama  | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Different Academic Essays       | here we have a review on different types of academic essays and their applications  |     |  |                           |
|    | Different Academic Essays       | here we have a review on different types of academic essays and their applications  |     |  |                           |
| 14 | Teorik Dersler / Theoretical    | Uygulama  | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Writing Expository Essay        | Writing Expository Essay by several examples and pointing critical items will be suggested  |     |  |                           |
|    | Writing Expository Essay        | Writing Expository Essay by several examples and pointing critical items will be suggested  |     |  |                           |
| 15 | Teorik Dersler / Theoretical    | Uygulama  | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Final sınavı                    | Hiçbiri   |     |  |                           |
|    | Final exam                      | None  |     |  |                           |

## DEĞERLENDİRME / EVALUATION

| Yarıyıl (Yıl) İçi Etkinlikleri / Term (or Year) Learning Activities   | Sayı / Number | Katkı Yüzdesi / Percentage of Contribution (%) |
|---|---------------|--|
| Ara Sınav / Midterm Examination   | 1             | 100  |
| Toplam / Total:   | 1             | 100  |
| Başarı Notuna Katkı Yüzdesi / Contribution to Success Grade(%):   |               | 40   |
| Yarıyıl (Yıl) Sonu Etkinlikleri / End Of Term (or Year) Learning Activities                                     | Sayı / Number | Katkı Yüzdesi / Percentage of Contribution (%) |
| Final Sınavı / Final Examination  | 1             | 100  |
| Toplam / Total:   | 1             | 100  |
| Başarı Notuna Katkı Yüzdesi / Contribution to Success Grade(%):   |               | 60   |
| Etkinliklerinin Başarı Notuna Katkı Yüzdesi(%) Toplamı / Total Percentage of Contribution (%) to Success Grade: |               | 100  |
| Değerlendirme Tipi / Evaluation Type:   |               |  |

## İŞ YÜKÜ / WORKLOADS

| Etkinlikler / Workloads  | Sayı / Number | Süresi (Saat) / Duration (Hours) | Toplam İş Yüğü (Saat) / Total Work Load (Hour) |
|--|---------------|----------------------------------|--|
| Ara Sınav / Midterm Examination  | 1             | 10.00                            | 10.00  |
| Ara Sınav İçin Bireysel Çalışma / Individual Study for Mid term Examination  | 1             | 10.00                            | 10.00  |
| Ev Ödevi / Homework  | 1             | 15.00                            | 15.00  |
| Final Sınavı / Final Examination   | 1             | 15.00                            | 15.00  |
| Makale Kritik Etme / Criticising Paper   | 1             | 13.00                            | 13.00  |
| Makale Yazma / Writing Paper   | 1             | 13.00                            | 13.00  |
| Okuma / Reading  | 1             | 12.00                            | 12.00  |
| Performans / Performance   | 1             | 12.00                            | 12.00  |
| Proje Sunma / Project Presentation   | 1             | 5.00                             | 5.00   |
| Quiz / Quiz  | 1             | 12.00                            | 12.00  |
| Rapor / Report   | 1             | 20.00                            | 20.00  |
| Sözlü Sınav / Oral Examination   | 1             | 5.00                             | 5.00   |
| Sözlü Sınav / Oral Examination   | 1             | 5.00                             | 5.00   |
| Toplam / Total:  | 13            | 147.00                           | 147.00   |
| Dersin AKTS Kredisi = Toplam İş Yüğü (Saat) / 25.00 (Saat/AKTS) = 147.00/25.00 = 5.88 ~ / Course ECTS Credit = Total Workload (Hour) / 25.00 (Hour / ECTS) = 147.00 / 25.00 = 5.88 ~ |               |                                  |  |

PROGRAM VE ÖĞRENME ÇIKTISI / PROGRAM LEARNING OUTCOMES

| Öğrenme Çıktıları /<br>Learning Outcomes  | Program Çıktıları / Program Outcomes |       |       |       |       |       |       |       |       |        |        |        |        |
|---|--------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|
|   | 1.1.1                                | 1.1.2 | 1.1.3 | 1.1.4 | 1.1.5 | 1.1.6 | 1.1.7 | 1.1.8 | 1.1.9 | 1.1.10 | 1.1.11 | 1.1.12 | 1.1.13 |
| 1.akademik makale yazma /<br>write academic essays,                                       | 3                                    | 3     | 3     | 3     | 3     | 3     | 3     | 3     | 3     | 3      | 3      | 3      | 3      |
| 2.araştırma metodları<br>geliştirme / conduct a research<br>based on the research ethics, | 3                                    | 3     | 3     | 3     | 3     | 3     | 3     | 3     | 3     | 3      | 3      | 3      | 3      |
| 3.Yazdıkları makaleyi sunma /<br>present a paper they write                               | 3                                    | 3     | 3     | 3     | 3     | 3     | 3     | 3     | 3     | 3      | 3      | 3      | 3      |

Katkı Düzeyi / Contribution Level : 1-Çok Düşük / Very low, 2-Düşük / Low, 3-Orta / Moderate, 4-Yüksek / High, 5-Çok Yüksek / Very high