



İSTANBUL TECHNICAL UNIVERSITY

Department of Computer Engineering

BLG374E – Technical Communication for Computer Engineers

Course Summary

BLG374E SYLLABUS

Instructors Dr. Damien Jade Duff

Email djduff@itu.edu.tr

Office EEB 2316

Office hours Monday 15:30-17:00

Friday 09:00-11:30

Calendar <http://djduff.net/my-schedule>

Asst. Prof. Dr. Mustafa Kamaşak

kamasak@itu.edu.tr

EEB 3307

Tuesday 16:00-17:00

Thursday 16:00-17:00

Assistants Kübra Adalı

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Office Research Lab 2

Emrullah Gazioğlu

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Research Lab 2

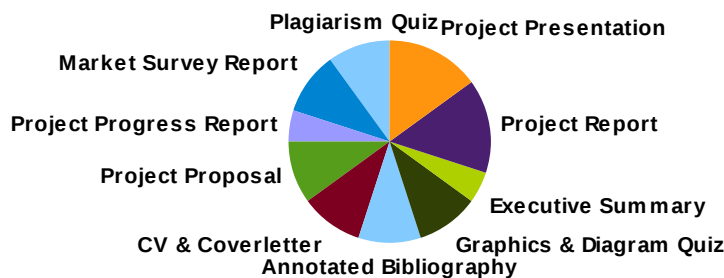
Goal

- To get lots of practice with writing and speaking.
- To attempt to apply principles of writing and speaking in this practice.
- To use this to communicate technical and scientific ideas and information.
- To share with other students in the process of collaborative creation.

Assessment

Weightings:

00%	Quiz 1	Diagnostic Essay (Required)
10%	Quiz 2	Plagiarism Quiz
10%	Assignment 1	Market Survey Report
10%	Assignment 2	Annotated Bibliography
10%	Group Assignment 1	Project Proposal
10%	Assignment 3	CV & Coverletter
05%	Group Assignment 2	Project Progress Report
10%	Quiz 3	Graphics, Tables & Diagrams
15%	Group Assignment 3	Project Presentations
15%	Group Assignment 4	Project Report
05%	Assignment 4	Executive Summary



10% of the marks on an assignment are dependent on students bringing a solid draft of the assignment to class on the day of the peer-review.

(as well as for lectures, quizzes, exercises, and student presentations, class periods will be used for peer-review of the current assignment)

Meanings of grades	
Grade	Meaning
AA	Pursued excellence.
BB	Went beyond requirements.
CC	Fulfilled the requirements of the course.
DD	Substandard but effortful.
FF	Unacceptable/negligent.

To avoid FF:

- Average: $\geq 40\%$.

Workload

ECTS Credits: 3

Total workload: $3 \times 25.5 \sim 76.5$ hours

Workload per class hour (13 class hours):

$76.5 / 13 \sim 3.9$ hours.

= 2 hours in-class +

3.9 hours:

- assignments, project.
- study, general reading and reflection.

Textbook

David Beer, David McMurrey (2009). A Guide to Writing as an Engineer. 3rd Ed. Wiley: New Jersey, USA

Preliminary Course Plan

<u>Week</u>	<u>In-class</u>	<u>Homework Due</u>
1	Introduction to the Course In-class Diagnostic Essay Plagiarism Review	
2	Plagiarism Quiz Intro to Peer-review Intro to Report Writing Executive Summaries & Abstracts	
3	Market Survey Report Workshopping Bibliographies	Market Survey Report
4	Writing Proposals + Project Topics Annotated Bibliography Workshopping Writing Proposals Formal Letters	Annotated Bibliography
5	No Lecture	
6	Collaborative Writing	Project Proposal

	Graphics, Tables & Diagrams CVs and Coverletters CV Workshop	
7	Project Progress Meetings	CV & Coverletter
8	Project Progress Meetings	
9	Project Progress Meetings	
10	Oral Presenting Graphics, Tables & Diagrams Quiz	
11	Project Presentations I	
12	Project Presentations II	
13	- HOLIDAY -	
14	Project Presentations III	Project Report
15		Executive Summary

It is your job to keep tabs on announcements, assignments and updates via your İTÜ email and the course page on Ninova.

Academic honour

We believe in the dignity & integrity of our students. We celebrate the high reputé of our students and aim to hold them to a high standard.

Academic dishonesty, including copying and plagiarism, will result in an automatic zero on the work at hand and possible referral to a disciplinary commission. Plagiarism includes re-use of novel ideas without attribution and uncited or unquoted re-use of text. **Negligence is not an excuse.**

This is a matter of honour as much as fairness.