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| *Course report of* ***Technical Report Writing******HUMx12 – 2016/2017*** |
| University: Ain Shams | Faculty: Engineering |

## Basic Information

1. Title and code :

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|  Technical Report Writing – HUMx12 |

1. Program on which the course is given :

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| --- | --- |
|

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| --- |
| Design and production engineering department |

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1. Year/Level of programs :

|  |
| --- |
| 1st year mechanical  |

1. Units/Credit Hours

|  |  |
| --- | --- |
| ( i ) Lecture : | 2 |

|  |  |
| --- | --- |
| ( ii ) Tutorial : | 1 |

|  |  |
| --- | --- |
| ( iii ) Total : | 3 |

1. Names of lecturers contributing to delivery of the course :

|  |  |
| --- | --- |
|  | Dr. Eng. Tayseer Atia, Dr.Ahmed Elakkad, Dr.Amr Shaaban Dr. Ismail Hafez |

|  |  |
| --- | --- |
| Course coordinator: | Dr. Eng. Tayssier Attia  |

|  |  |
| --- | --- |
| External evaluator: | N/A |

## Statistical Information

No. of students attended the course = 630

|  |  |  |
| --- | --- | --- |
| Grade | Number | Percentage |
| Excellent | 38 | 10.4% |
|  Very good | 82 | 22.3% |
| Good | 119 | 32.4% |
| Acceptable | 108 | 29.4% |
| Weak | 11 | 3% |
| Very weak | 9 | 2.5% |
| Total | 367 |   |

## Professional Information

1. **Course Teaching:**

|  |  |
| --- | --- |
| Course Content | Lecturer |
| introduction to the importance of the technical writting and it is impact on your study and fututre career | Dr Tayseer |
| technical report elements | Dr Tayseer |
| technical report elements | Dr Tayseer |
| Advises while writing a technical reports | Dr Tayseer |
| writing a technical reports (main steps and contents) | Dr Tayseer |
| writing a technical reports (main steps and contents) | Dr Tayseer |
| writing a technical reports (main steps and contents) | Dr Tayseer |
| reading skills | Dr Tayseer |
| Oral persentaion (what to do) | Dr Amr Shaaban |
| Oral persentaion (what to do) | Dr Amr Shaaban |
| Posters | Dr Amr Shaaban |
| tables and graphs | Dr Ahmed Samy |
| letters memo and emails | Dr Ahmed Samy |

**Topics taught as a percentage of the content specified:**

**>90 % • 70-90 % <70%**

**Reasons in detail for not teaching any topic**

All contents of the course were taught.

**If any topics were taught which are not specified, give reasons in detail**

1. **Teaching and learning methods:**

 Lectures: **●**

Practical training/ laboratory:

Seminar/Workshop:

Class Activity:

**●**

Case Study:

Other assignments/homework:

If teaching and learning methods were used other than those specified, list and give reasons:

A couple of reports were submitted upon the instructor's request to enhance the students' ability of self-learning, searching for information and off-class readings

1. **Student assessment:**

|  |  |
| --- | --- |
| **Method of assessment** | **Percentage of total** |
| Reports & quiz | 13.33% |
| Mid term | 20% |
| Final Exam | 66.66 % |

**Members of examination committee**

There is no final exam in this course.

**Role of external evaluator**

N/A

1. **Facilities and teaching materials:**

**X**

Totally adequate

Adequate to some extent

Inadequate

List any inadequacies: Lectures and tutorials were offered in a computer lab which was not convenient at all neither for teaching nor for holding exams.

1. **Administrative constraints:**

List any difficulties encountered

* NA
1. **Student evaluation of the course:**

NA

**7- Comments from external evaluator(s)**

|  |  |
| --- | --- |
| **Comment** | **Response of course Team** |
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**8- Course enhancement: Progress on actions identified in the previous year’s action plan:**

* **NA**

**9- Action plan**

|  |  |  |
| --- | --- | --- |
| **Action required** | **Completion date** | **Person responsible** |
| **NA** |  |  |