A- Basic Information

Title: Report  Code: E598
Credit Hours: N.A.  Lecture: 0
Tutorial: 2  Practical: 0  Total: 2

B- Professional Information

1 - Overall aims of course
In this course the student has to write a complete report about a certain subject or about a practical work he is assigned to. The student is supervised by a staff member.

2- Intended learning outcomes of course (ILOs)

a- Knowledge and understanding:
On successful completion of the module the student should know how to write a report with the ability of:

- Mention a logical, accurate, descriptive, and grammatically correct title.
- Write an informative abstract of approximately 200 words.
- Say a list of appropriate keywords. These keywords should identify the field of the report and its major topics.
- Write the body of the technical report. Write a clear, informative, and thoughtful description and critique of what you did. Where appropriate, include carefully drawn graphs and diagrams. Be sure to motivate, present, and interpret your findings.
• Write acknowledgments. Acknowledge any help he received.
• Write complete and accurate list of references cited in the technical report.
• Write appendices for supplemental information and for information that is too
detailed or voluminous to fit into body of the technical report. For example, if his
work involves any computer programming, he should include a nicely
documented and formatted listing of all source code he wrote.

b- General and transferable skills
By the end of this course, the student should be able to:
• Work cooperatively and effectively in a group
• Present information independently

3- Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>No. of Hours</th>
<th>Lecture</th>
<th>Tutorial/Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty members discuss the main ideas for writing a report with students</td>
<td>2</td>
<td>0</td>
<td>2/0</td>
</tr>
<tr>
<td>Meet with students</td>
<td>6</td>
<td>0</td>
<td>6/0</td>
</tr>
<tr>
<td>Advisor Grading Sheet</td>
<td>6</td>
<td>0</td>
<td>6/0</td>
</tr>
<tr>
<td>Meet with students</td>
<td>6</td>
<td>0</td>
<td>6/0</td>
</tr>
<tr>
<td>Final Report due</td>
<td>6</td>
<td>0</td>
<td>6/0</td>
</tr>
<tr>
<td>Attend Final Exam Presentation</td>
<td>2</td>
<td>0</td>
<td>2/0</td>
</tr>
<tr>
<td>Total</td>
<td>28</td>
<td>0</td>
<td>28/0</td>
</tr>
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</table>

4- Teaching and learning methods
  4.1- Lectures
  4.2- Tutorials
  4.4- Internet collected information

5- Student assessment methods
  5-1 Weekly follow ups with the teams by College Coordinators on progress & communication skills
  5-2 Oral exams to assess the abilities of discussing physical concepts
5-3 Final report and presentation to assess professional skills

**Assessment schedule**

- Report and presentation every two weeks.
- Oral exam…………………………….Week No. 14
- Final report and presentation ……..Week No. 15

**Weighting of assessments**

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<thead>
<tr>
<th>Assessment</th>
<th>Weight</th>
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<tr>
<td>Final examination</td>
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<tr>
<td>Semester work</td>
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<td>Total</td>
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</tbody>
</table>

6- **List of references**

Books, lecture notes, internet, …. etc.

7- **Facilities required for teaching and learning**

Lecture rooms – Tutorial section rooms – computers

**Course coordinator:** Assoc. Prof. Ghada Amer

**Head of Department:** Assoc. Prof. Ghada Amer

**Date:**