

BALIKESIR UNIVERSITY
ENGINEERING FACULTY
UNIVERSITY ELECTIVE COURSE PROPOSAL FORM

Department/Program	Environmental Engineering					
Course Unit Title	USD0000- Project Preparation and Presentation Techniques					
Semester	Fall ☐			Spring ☐		
Language of Instruction	Turkish ☐			English ☐		
Credit	Teorik 2		Uygulama		Toplam Kredi 2	
Number of ECTS Credits	3					
Course Learning Type	University Elective			Formal Education		
Objectives of the Course	The aim of this course; To have knowledge about project preparation and presentation techniques. At the end of this course, students will acquire the knowledge and skills to prepare and effectively present a project.					
Course Content	Aims and types of projects, selection of project topic, application conditions for projects, examination of sample project preparation files, designing time plan and budget, presentation preparation techniques, making effective presentations, expressing oneself in front of the public, using written and visual media.					
Prerequisites	There are no prerequisites for the course.					
Name of Lecturer	Dr.Yeliz SÜZEN		mail : yelizsuzen@balikesir.edu.tr			
Assistants	-		mail :			
Internship	-					
Resources	1-Saldamlı, A., Bilimsel Araştırma ve Sunum Teknikleri, Detay Yayıncılık, 2016. 2-Proje Yönetimi, Harvard Business School Press, 2006. 3-Temel Eğinli, A., Gürüz, D., (2010), Etkili Sunu Teknikleri, Detay Yayıncılık.					
Type of Course Unit	Science					
Planned Learning Activities and Teaching Methods	Theoretical lecture, Midterm exam, Final exam					
Assessment methods and criteria			ECTS allocated based on student workload			
In-term Studies	Quantity	Percentage (%)	Activities	Quantity	Duration	Total workload (Hours)
Midterms	1	40	Course Duration			
Quizzes			Off the class study hours			
Assignment			Midterms			
Attendance			Final exams			
Practice			Total workload (hours):			
Project			Number of ECTS Credits:			
Final Exam	1	60				
Learning outcomes	1. Learns effective meeting and presentation techniques.					

		2. Gains the ability to use the learned techniques and methods in their profession. 3. Ability to apply related software programs. 4. Have information about projects and preparation methods.	
Weekly Detailed Course Contents			
Week	Topic	Prerequisites	Resources
1	Introduction of the course and explanation of its scope		
2	Project definitions and general features		
3	Project management fundamentals and methodologies		
4	Project Support Authorities (EU, TUBITAK, KOSGEB...))		
5	Existing project examples and project planning		
6	The ways to be followed in the project project and the necessary documents		
7	Examining project examples		
8	Subject selection and presentation preparation programs		
9	Effective presentation preparation and presentation materials		
10	Color selection and presentation ethics in presentations		
11	Arrangement and time control		
12	Presentation analysis and rules to be considered		
13	Retention and evaluation of student projects		
14	Retention and evaluation of student projects		
Contribution of the Course to Program Outcomes			