



# TED UNIVERSITY

## Syllabus for EE 399 Summer Practice I Fall 2016-2017

<b>Instructor:</b>	<b>Prof. Dr. Erdem YAZGAN</b>
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<b>Time Schedule:</b>	<b>Friday (15.00 – 15.50),</b>
<b>Office Hours:</b>	<b>Monday (15.00 - 16.00), Tuesday (15.00 - 16.00) (or by appointment)</b>
<b>Classroom:</b>	<b>A321</b>

<b>Course Code &amp; Number</b>	EE 399	<b>Course Title</b>	Summer Practice I
<b>Type of Course</b>	<input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Elective	<b>Semester</b>	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
<b>Level of Course</b>	BSc	<b>Year of Study</b>	Junior
<b>Course Credit Hours / ECTS</b>	(1+0+0) 1 / 2 ECTS	<b>Pre-requisite / Co-requisite</b>	Pre-requisite: EE 201 Co-requisite: None
<b>Mode of Delivery</b>	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> Distance learning	<b>Language of Instruction</b>	<input checked="" type="checkbox"/> English <input type="checkbox"/> Turkish
<b>Course Coordinator</b>	Prof. Dr. Erdem Yazgan Phone: 0312-5850027 E-mail: <a href="mailto:erdem.yazgan@tedu.edu.tr">erdem.yazgan@tedu.edu.tr</a>		
<b>Computer Usage Textbook</b>	Related Application and Software Books.		
<b>Supplementary Reading</b>	Application Notes		
<b>Module and Instructor Evaluation Date</b>	Evaluation will be held on the last day of the class		

<b>Course Catalog Description</b>	Minimum 20 working days of practical work in an organization operating on the design, production, maintenance, management of electrical or electronics systems.
<b>Course Objectives</b>	This goal of this course is to engage students in the practice of electrical and electronics engineering through minimum 20 working days of practical work in an organization. At the beginning of the semester after the training, a formal report is required to be submitted. Any active work involving design and test should also be explained in the report
<b>Course Learning Outcomes (LO)</b>	Having successfully completed this course, students will be able to: LO-1:. Observe the application of theoretical knowledge. LO-2:. Enhance occupational experience. . LO-3:. Get hands-on with workshop tasks (such as soldering, wiring, layout, data collection using basic measurement equipment, operating electrical engineering equipment, etc.).  LO-4:. Get hands-on with tasks requiring active participation (such as hardware, electronics card design, manufacturing line work, calibration and quality testing).  LO-5:. Exercise technical writing skills in reporting the activities LO-6:. Familiarize with the industry and working conditions. LO-7: To do a conscious career decision after graduation.

TENTATIVE COURSE OUTLINE					
Week		Topics	Learning Outcome (LO)		
1		To experience processes and quality control; to implement their theoretical knowledge and practical abilities in an industrial environment	1 -7		
2		To experience processes and quality control; to implement their theoretical knowledge and practical abilities in an industrial environment	1-7		
3		To experience processes and quality control; to implement their theoretical knowledge and practical abilities in an industrial environment	1-7		

COURSE ASSIGNMENTS	
<b>A. Report [40%]</b>	There will be a semester report.
<b>B. Attendance[40%]</b>	There will be an attendance Report that is signed by the responsible of firm.
<b>C. Presentation of report [20 %]</b>	There will be a presentation of the summer practice works.
<b>D. Written assignments [0%]</b>	
<b>E. Written/Oral project [0%]</b>	
<b>F. Extra bonus credit [%]</b>	.

COURSE ASSESSMENTS & LEARNING OUTCOMES MATRIX	
Assessment Methods	Course Learning Outcomes
Written report assignments	LO # 1...7

Design Works	LO # 1...7
Written/Oral presentations	LO # 1...7
Final Project Report	LO # 1...7

CONTRIBUTION OF THE MODULE TO PROGRAM OUTCOMES			
Program Outcomes	EE		
1	√		
2			
3	√		
4	√		
5	√		

<b>Teaching Methods &amp; Learning Activities</b>	<input checked="" type="checkbox"/> Telling/Explaining <input checked="" type="checkbox"/> Questioning <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Demonstrating <input checked="" type="checkbox"/> Problem Solving	<input checked="" type="checkbox"/> Collaborating <input checked="" type="checkbox"/> Oral Presentations/Reports <input checked="" type="checkbox"/> Web Searching <input checked="" type="checkbox"/> Other(s): Homework and summer practice assignments
<b>Assessment Methods</b> (Formal & Informal)	<input checked="" type="checkbox"/> Test and discussions <input checked="" type="checkbox"/> Presentations <input checked="" type="checkbox"/> Performance Project <input checked="" type="checkbox"/> Written <input checked="" type="checkbox"/> Oral	<input checked="" type="checkbox"/> Presentation (Oral) <input checked="" type="checkbox"/> Other(s): Homework and Project assignments
<b>Student Workload</b> (Total 140 Hrs)	<input checked="" type="checkbox"/> Lectures ..... 0 hrs <input checked="" type="checkbox"/> Readings ..... 20 hrs <input checked="" type="checkbox"/> Hands on works ..... 20 hrs	<input checked="" type="checkbox"/> Report on the summer practice I. 30 hrs <input checked="" type="checkbox"/> Oral Presentation ..... 10 hrs <input checked="" type="checkbox"/> Other: Team Meetings in the firms 28 hrs

COURSE POLICIES	
<b>I. Attendance</b>	
<ul style="list-style-type: none"> <li>Regular class attendance is expected for all students at the University. You are not required but advised to attend all classes.</li> <li>You will be rewarded with 3% extra <i>bonus</i> credits, if your attendance rate is at least 90% at the end of the semester. This means that you may miss only 4 single-hours to get this bonus.</li> <li>Please sign the attendance sheet when you come to the class. Any false signatures will result in zero participation grades for all parties involved.</li> <li>Please send your professor a brief e-mail to explain your absence in advance.</li> <li>Your absence will not reduce your attendance rate <i>if and only if</i> you have a legitimate reason for missing a class (such as illness, death in family, a traffic accident, etc.). In case of an illness or emergency, you must supply a formal documentation that supports your claim.</li> <li>Classes start on the hour. Please be respectful of your classmates by being on time.</li> <li>All electronic equipment should be turned off and kept out of sight before lecture starts.</li> </ul>	
<b>II. Make-up Exams</b>	

Make-ups for Project reports 1 and 2 will be available *if and only if* you have a legitimate reason for missing the exam (such as illness, death in family, a traffic accident, etc.). In case of an illness or emergency, you must supply a formal documentation that supports your claim.

### III. Late Submission Policy

Late submissions will not be graded. There will be *no* make-up for design assignments. Missed assignments and reports will result in a grade of zero (0).

### IV. Participation

In their book, *The Adult Student's Guide to Survival & Success*, Al Siebert and Mary Karr suggest that the most effective learning technique of all is to study by *asking and answering questions*. Develop the habit of reading textbooks, taking lecture notes, and studying by asking and answering questions. When you do this, you save many hours of studying and have time to spend with your family or friends.

There are several ways to go about asking and answering questions.

- When studying on your own, write questions that occur to you while you're reading and then go back and find the answers.
- If you're part of a study group, make a list of questions to ask the group.
- In the classroom, participate fully by asking questions and answering the ones posed by your instructor.

Curiosity is one of the cornerstones of learning. Be curious. Ask questions. Learn faster.

### V. Cheating & Plagiarism

Collaboration is strongly encouraged; however, the work you hand in must be solely your own. Cheating and plagiarism are very serious offenses and will be penalized accordingly by the university disciplinary committee.

Cheating has a very broad description which can be summarized as "acting dishonestly". Some of the things that can be considered as cheating are the following:

- Copying answers on exams, homeworks and lab works,
- Using prohibited material on exams,
- Lying to gain any type of advantage in class,
- Providing false, modified or forged data in a report,
- Plagiarising (see below),
- Modifying graded material to be re-graded,
- Causing harm to colleagues by distributing false information about an exam, homework or lab.

All of the following are considered plagiarism:

- Turning in someone else's work as your own,
- Copying words or ideas from someone else without giving credit,
- Failing to put a quotation in quotation marks,
- Giving incorrect information about the source of a quotation,
- Changing words but copying the sentence structure of a source without giving credit,
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

([www.plagiarism.org](http://www.plagiarism.org))

### VI. Disability Support

If you have a disabling condition which may interfere with your ability to successfully complete this course, please contact Dr. Asli Bugay (email: [asli.bugay@tedu.edu.tr](mailto:asli.bugay@tedu.edu.tr)) or Dr. Tolga İnan (email: [tolga.inan@tedu.edu.tr](mailto:tolga.inan@tedu.edu.tr)). For more information please see Handbook for Registered Students.



\*\*\* GOOD LUCK \*\*\*