

THE UNIVERSITY OF WESTERN ONTARIO

FACULTY OF ENGINEERING

ES 2211: Engineering Communications

Summary

In this course students will learn clear, concise, organized speaking and writing appropriate to the audience encountered by a professional engineer. Each class will stress practical application through guided practice in speaking and writing.

Prerequisite

ES 050

Unless you have either the prerequisites for this course or written special permission to enroll in it, you may be removed from this course and it may be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Antirequisite

Writing 205F/G or the former Writing 105F/G

Contact Hours

1 lecture hour per week; 2 tutorial hours per week

Instructor

Instructor: Laura Reave, Thompson Engineering Building, Room 430, lreave@uwo.ca

Assignment Submission Box

1-44 (located next to the Undergraduate Office, Room 2099 SEB)

Textbook

Technical Communication: A Pocket Guide Buckley, Joanne, and Gulston, Lawrence. Nelson Education: Toronto, 2010

Specific Learning Objectives

By the end of this course, the student will be able to present technical information to the lay person and the scientific community in both oral and written forms. The student will also be able to communicate within a business or workplace environment. Lectures and tutorials will cover content and delivery of both written and oral communication.

Evaluation

The final course mark will be determined as follows:

Assignment 1: Summary/Critical Analysis (700 words)	10%
Assignment 2: Process Report (approximately 1000 words)	15%
Assignment 3: Proposal with outline (1200 words)	20%
Assignment 4: Talking Document (30 slides)	20%
Oral Presentations (2)	20%
Class Participation	15%

Note:

1. Failure to complete both of the in-class oral presentations will result in a failing grade in ES 2211.
2. The “class participation” part of the final grade measures oral contributions to each class or tutorial (apart from oral assignments). It is not a mark for attendance.

Written Assignments and Oral Presentations

All written assignments are due by 4:00 p.m. on the date noted in the attached schedule. The assignments must be submitted to the locker assigned to your section. Assignments submitted to the wrong locker will be considered late. In addition, all assignments **must** be submitted to Turnitin.com plagiarism checking software **via WebCT. Only papers submitted to the locker will be graded; Turnitin submissions will not be graded. Late penalties will be assessed if assignments are not submitted to both Turnitin and the drop box in the SEB building.**

All required papers will be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. Furthermore, all papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between the University of Western Ontario and Turnitin.com (link to Turnitin.com website: <http://www.turnitin.com>). You will be able to access Turnitin via WebCT.

All oral assignments are due on the first day that Oral Presentations begin.

Late written assignments will be subject to a penalty of 2 marks per day to a maximum of 10 marks. For example, if 20 marks are allocated for an assignment, the most a one-day late submission would receive is 18. Written assignments more than 5 days late will receive a mark of zero. Late oral assignments will be subject to a penalty of 5 marks per class to a maximum of 10 marks. Oral assignments more than 2 classes late will receive a mark of zero. (See note 1. in the previous section.)

Cheating and Plagiarism

University Policy states that cheating is a scholastic offence. The commission of a scholastic offence is attended by academic penalties which might include expulsion from the program. If you are caught cheating, there will be no second warning. (See the Scholastic Offence Policy in the Western Academic Calendar).

Plagiarism is a serious scholastic offence and will not be tolerated in this course. The penalty for plagiarism is a mark of zero on the assignment and further penalties at the discretion of the Associate Dean, Academic.

Attendance

Any student who, in the opinion of the instructor, is absent too frequently from class, laboratory, or tutorial periods will be reported to the Dean (after due warning has been given).

Conduct

Students are expected to arrive at lectures on time, and to conduct themselves during class in a professional and respectful manner that is not disruptive to others in accordance with the Student Code of Conduct. This includes using communication devices for note-taking only, not for texting or surfing the internet.

Sickness and Other Problems

Students should immediately consult with the instructor or the Department Chair if they have any problems that could affect their performance in the course. Where appropriate, the problems should be documented. The student should seek advice from the instructor or Department Chair regarding how best to deal with the problem. Failure to notify the instructor or the Department Chair immediately (or as soon as possible thereafter) will have a negative effect on any appeal.

If you require additional counseling, please go to Undergraduate Services in SEB 2097.

AU's are 100% complimentary studies, required for CEAB accreditation.

COURSE OUTLINE**THE UNIVERSITY OF WESTERN ONTARIO
FACULTY OF ENGINEERING**

ES 2211

Engineering Communications

L. Reave (lreave@uwo.ca)

Please note:

Your proposal project is significant. Please read Assignment #4 and choose a partner.

Week 1

Lecture: Introduction to course, In-class diagnostic writing assignment (Sept. 5)

Tutorial: Informal presentations, Presentation Delivery, Sept. 5, 10, 11

Week 2

Lecture: Survey Results, Syllabus, Persuasive Communication, and Recommendations (Sept. 12)

Tutorial: Audience Analysis and Presentation Content, Sept. 12, 17, 18

Reading: **Chapter 1, Audience and Purpose, *Technical Communication***

Week 3

Lecture: Revising for clarity and conciseness, proper punctuation, and grammar (Sept. 19)

Tutorial: Revision exercises and **Registration for process presentations (beginning Oct. 3)**, Sept. 19, 24, 25

Assignment #1: Summary/analysis, Due next Friday, Sept. 26 (10%)

Readings: Chapters 5, Revising and Editing; and Chapter 8, Punctuation

Week 4

Lecture: Process: instructions and technical descriptions (Sept. 26)

Tutorial: Instruction writing and revision, Sept. 26, Oct. 1, Oct. 2

Assignment #2: Process Report, Due next Friday, Oct. 3 (15%)

Readings: Chapter 4, Drafting Your Document, and Chapter 6, Grammar

Week 5

Lecture: Preparing and evaluating persuasive proposals (Oct. 3)

Tutorial: Student process presentations, Oct. 3, 8, 9

Week 6

Lecture: Revising and editing persuasive proposals (Oct. 10)

Tutorial: **Registration for second presentations beginning Nov. 5**

Student process presentations, Oct. 15, 16, 17

Readings: Chapter 7, Style

Week 7

Lecture: Creating rapport in oral and written communication (Oct. 17)

Assignment #3: Proposal, Due Oct. 24 (20%)

Tutorial: Student process presentations, Oct. 17

Week 8

Lecture: Integrating and citing sources (Oct. 24)

Tutorial: Using research in your writing, Oct. 22, 23, 24

Week 9

Lecture: Fall Study Break, Oct. 31 (Class cancelled)

Tutorial: Student process presentations Wed., Oct. 29. Tutorial for Oct. 30 & 31 cancelled due to Fall Study Break.

Week 10

Lecture: Preparing slides and notes for colleagues and leading meetings (Nov. 7)

Tutorial: **Assignment #4: Talking Document, Due Friday, Nov. 21 (20%)**

Student proposal presentations, Nov. 5, 6, 7

Week 11

Lecture: Professional Correspondence: Memos and Emails (Nov. 14)

Tutorial: Student proposal presentations, Nov. 12, 13, 14

Week 12

Lecture: Creating rapport in oral and written communication and management communication (Nov. 21)

Tutorial: Student proposal presentations, Nov. 19, 20, 21

Week 13

Lecture: Résumés and Interviews (Nov. 28)

Tutorial: Final student proposal presentations, Nov. 26, 27, 28

Grading Standards**“A” 80-100% (90-100%: could not expect better; 80-89%: superior work – clearly above average)**

Exceeds assignment guidelines; strong and consistently applied definition of audience and purpose; thoughtful and innovative adaptation of the subject to the audience’s needs; subject developed and organized usefully at every level for reader comprehension; format well suited to the audience’s needs; writing is free from grammatical errors as well as errors attributable to careless proofing; and optionally creates and uses a realistic workplace context (or uses a real workplace context) in an effective way. No revision is required.

“B” 70-79%

Meets assignment deadlines well; purpose and audience is clearly defined; style consistently appropriate to audience and subject; subject supported with specifics as well as generalities; maintains an economy of expression; information provided is sufficient to audience needs; appropriate word choice; format suits audience needs; writing is free from mechanical and stylistic errors although may contain minor flaws that are easily fixed. Minor revisions may be required.

“C” 60-69%

Meets assignment requirements; adequate use of format to meet audience needs; organization and content are adequate; style appropriate to purpose and audience; demonstrates an adequate mastery of standard written English; writing is free from obvious and excessive errors in grammar style and usage. Minor to moderate revision is needed; contains some problems with audience adaptation, content, organization, or formality but not to the extent that the paper fails to meet minimal expectations.

“D” 50-59%

Fails to meet certain important requirements of the assignment; inadequate use of format; poor development of subject relative to audience needs; inadequate awareness of audience or purpose; problems with content, organization, and logic; unsatisfactory mastery of standard written English. Serious major revision is required.

“F” below 50%

Fails to meet most of the assignment requirements; lack of focus on a subject; unsatisfactory format; lack of understanding of audience or purpose; weak, poorly developed, inadequate content; lack of logical connections between ideas, sentences, paragraphs, lack of consistency in style and tone; poor command of standard written English; poor handling of spelling, syntax, idiomatic expression. Revision needed is so extensive that the writer should start over on a new assignment, take the course more seriously, drop the course, or go back to a more basic course.

***INSTRUCTIONS FOR STUDENTS UNABLE TO WRITE TESTS
OR EXAMINATIONS OR SUBMIT ASSIGNMENTS AS SCHEDULED***

IF, ON MEDICAL OR COMPASSIONATE GROUNDS, YOU ARE UNABLE TO WRITE TERM TESTS OR FINAL EXAMINATIONS OR COMPLETE COURSE WORK BY THE DUE DATE, YOU SHOULD FOLLOW THE INSTRUCTIONS LISTED BELOW. YOU SHOULD UNDERSTAND THAT ACADEMIC ACCOMMODATION WILL NOT BE GRANTED AUTOMATICALLY ON REQUEST. YOU MUST DEMONSTRATE TO YOUR DEPARTMENT (OR THE UNDERGRADUATE SERVICES OFFICE IF YOU ARE IN FIRST YEAR) THAT THERE ARE COMPELLING MEDICAL OR COMPASSIONATE GROUNDS THAT CAN BE DOCUMENTED BEFORE ACADEMIC ACCOMMODATION WILL BE CONSIDERED. DIFFERENT REGULATIONS APPLY TO TERM TESTS, FINAL EXAMINATIONS AND LATE ASSIGNMENTS. READ THE INSTRUCTIONS CAREFULLY. (SEE THE 2014 UWO ACADEMIC CALENDAR).

A. GENERAL REGULATIONS & PROCEDURES

1. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance.
2. Bring your request for academic accommodation to the attention of the chair of your (or the Undergraduate Services office if you are in first year) **PRIOR** to the scheduled time of the test or final examination or due date of the assignment. If you are unable to contact the relevant person, leave a message with the appropriate department (or with the Undergraduate Services Office if you are in first year). The address, telephone and fax numbers are given at the end of these instructions. Documentation must be provided as soon as possible.
3. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of a test or examination reweighted on a retroactive basis is not permitted.

B. TERM TESTS

1. If you are unable to write a term test, inform your instructor and the Chair of your Department (or the Undergraduate Services Office if you are in first year) **PRIOR** to the scheduled date of the test. If the instructor is not available, leave a message for him/her at the department office and inform the Chair of the Department (or the Undergraduate Services Office if you are in first year).
2. Be prepared to provide supporting documentation to the Chair and the Undergraduate Services Office (see next page for information on documentation).
3. Discuss with the instructor if and when the test can be rescheduled. **N.B.** The approval of the Chair (or the Undergraduate Services Office if you are in first year) is required when rescheduling term tests.

C. FINAL EXAMINATIONS

1. If you are unable to write a final examination, contact the Undergraduate Services Office **PRIOR TO THE SCHEDULED EXAMINATION TIME** to request permission to write a Special Final Examination. If no one is available in the Undergraduate Services Office, leave a message clearly stating your name & student number (please spell your full name).
2. Be prepared to provide the Undergraduate Services Office with supporting documentation (see next page for information on documentation) the next day, or as soon as possible (in cases where students are hospitalized). The following circumstances are not considered grounds for missing a final examination or requesting special examinations: common cold, sleeping in, misreading timetable and travel arrangements.
3. In order to receive permission to write a special examination, you must obtain the approval of the Chair of the Department **and** the Associate Dean and in order to apply you must sign a "Recommendation for a Special Examination Form" available in the Undergraduate Services Office. The Undergraduate Services Office will then notify the course instructor(s) and reschedule the examination on your behalf.

N.B. It is the student's responsibility to check the date, time and location of the special examination.

D. LATE ASSIGNMENTS

1. Advise the instructor if you are having problems completing the assignment on time (**prior** to the due date of the assignment).
2. Be prepared to provide documentation if requested by the instructor (see reverse side for information on documentation).
3. If you are granted an extension, establish a due date. The approval of the Chair of your Department (or the Associate Dean if you are in first year) is not required if assignments will be completed prior to the last day of classes.
4.
 - i) Extensions beyond the end of classes must have the consent of the instructor, the department Chair and the Associate Dean. Documentation is mandatory.
 - ii) A Recommendation of Incomplete Form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the department Chair and the Associate Dean.

E. SHORT ABSENCES

If you miss a class due to a minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate.

F. EXTENDED ABSENCES

If you are absent more than one week or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. (Note drop deadlines listed below). You may want to seek advice from the academic counsellor in your Department or Ms Karen Murray in the Undergraduate Services Office if you are in first year.

G. DOCUMENTATION

If you consulted an off-campus doctor or Student Health Services regarding your illness or personal problem, **you must provide the doctor with a Student Medical Certificate** to complete at the time of your visit and then bring it to the Department (or the Undergraduate Services Office if you are in first year). **This note must contain the following information: severity of illness, effect on academic studies and duration of absence.**

In Case of Serious Illness of a Family Member: Provide a Student Medical Certificate to your family member's physician to complete and bring it to the Department (or the Undergraduate Services Office if you are in first year).

In Case of a Death: Obtain a copy of the death certificate or the notice provided by the funeral director's office. You must include your relationship to the deceased and bring it to the Department (or the Undergraduate Services Office if you are in first year).

For Other Extenuating Circumstances: If you are not sure what documentation to provide, ask the Departmental Office (or the Undergraduate Services Office if you are in first year) for direction.

Note: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offence (see below).

H. ACADEMIC CONCERNS

You need to know if your instructors have a policy on late penalties, missed tests, etc. This information may be included on the course outlines. If not, ask your instructor(s).

You should also be aware of attendance requirements in some courses. You can be debarred from writing the final examination if your attendance is not satisfactory.

If you are in academic difficulty, check out the minimum requirements for progression in the calendar. If in doubt, see your academic counsellor.

Calendar References: Check these regulations in your 2014 Western Academic Calendar available at www.westerncalendar.uwo.ca.

Absences Due to Illness: <http://www.westerncalendar.uwo.ca/2014/pg117.html#>

Academic Accommodations for Students with Disabilities: <http://www.westerncalendar.uwo.ca/2014/pg118.html>

Academic Accommodations for Religious or Holy Days: <http://www.westerncalendar.uwo.ca/2014/pg119.html>

Course Withdrawals: <http://www.westerncalendar.uwo.ca/2014/pg157.html>

Examinations: <http://www.westerncalendar.uwo.ca/2014/pg129.html>

Scheduling of Term Assignments: <http://www.westerncalendar.uwo.ca/2014/pg97.html>

Scholastic Offences: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Student Medical Certificate: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Engineering Academic Regulations: <http://www.westerncalendar.uwo.ca/2014/pg1442.html>

Note: These instructions apply to all students registered in the Faculty of Engineering regardless of whether the courses are offered by the Faculty of Engineering or other faculties in the University.

Drop Deadlines:

First term half course (i.e. "A" or "F"):	November 5, 2014
Full courses and full-year half courses (i.e. "E", "Y" or no suffix):	November 30, 2014
Second term half or second term full course (i.e. "B" or "G"):	March 7, 2015

Undergraduate Services Office:	SEB 2097	telephone: (519) 661-2130	fax: (519) 661-3757
Dept. of Chemical and Biochemical Engineering & Green Process Engineering	TEB 477	telephone: (519) 661-2131	fax: (519) 661-3498
Dept. of Civil and Environmental Engineering:	SEB 3005	telephone: (519) 661-2139	fax: (519) 661-3779
Dept. of Electrical and Computer Engineering, Software Engineering, Mechatronics Engineering	TEB 279	telephone: (519) 661-3758	fax: (519) 850-2436
Dept. of Mechanical and Materials Engineering:	SEB 3002	telephone: (519) 661-4412	fax: (519) 661-3020