

Western University
Faculty of Engineering

ES 2211F (001) – Engineering Communications

INSTRUCTOR:

Karl Coulthard
Office: TEB 430
Email: kcoulth@uwo.ca
Office Hours: Tuesdays 10 am – 12 pm, or by appointment.

CONTACT HOURS:

Lecture: T 8:30 – 9:30 am, HSB 236
Tutorials: M 10:30 am – 12:30 pm, SEB 2099
 M 2:30 – 4:30 pm, UCC 54B
 Th 2:30 – 4:30 pm, SEB 1056

OBJECTIVES:

In this course, you will learn how to interpret and communicate engineering innovations through professional writing and oral presentation. Emphasis will be on developing the practical business skills expected of a professional engineer. Upon completing this course, you should be able to persuasively and dynamically showcase your expertise to a wide variety of audiences. You will also learn to critically assess professional and public discourse relevant to your profession and develop an awareness of the social contexts and implications of engineering advancements.

PREREQUISITES:

ES 1050

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.

TEXTBOOK:

Riordan, Daniel, (2013). *Technical Report Writing Today*. 10th Ed. Boston: Wadsworth.

- This text is available both in paperback and as an eTextbook. The eBook (180 day rental) can be purchased through the following link:
- http://www.coursesmart.com/IR/5679449/9781133607380?_hdv=6.8

EVALUATION:

Set of Instructions	15%
Proposal (500 words)	15%
Summary	20%
Recommendation Report (1200-1500 words)	30%
Business Presentation/Pitch (4-5 min)	20%

1. In-class writing exercises and presentations must be completed on the date assigned. Make-up assignments will only be allowed in cases of documented illness or bereavement. **The content of make-up assignments is solely at my discretion!**
2. For the Proposal and Recommendation Report, you must submit a hard copy to the course locker (**1-47** by the Engineering Undergraduate Office, SEB 2097) by 4 pm on the due date and also submit an electronic copy to the respective Assignments folder on the course OWL page. Late submissions will have grades deducted at a rate of **5% per weekday**, up to a maximum of five days, after which you will receive a grade of 0%. Late penalties apply unless both the paper and electronic submissions are delivered on time.
3. **All online submissions will be scanned through turnitin.com.** Penalties for plagiarism range from failure of an assignment to possible failure of the course.
4. Four weeks of tutorial classes are dedicated to student presentations. Each student may miss **only one tutorial** during this period. Any further absences will result in **10% being deducted per absence** from said student's own presentation grade.

WEEKLY SCHEDULE: This is a general outline of topics and material to be covered over the semester. Certain elements may be changed as circumstances dictate.

- It is your responsibility to keep track of the course schedule and to check your Western email and the course OWL page regularly for updates about the course.
- As our lecture falls on a Tuesday, each week will begin with that class and end the following Monday. Also, owing to this schedule, **all tutorials before Tuesday, September 15 are cancelled.**

September 15-21

Introduction

Effective Writing

- sentence structure

Sign up for oral presentations

September 22-28

Effective Writing (ch. 4 and appendix A)

- writing concisely
- parallelism
- punctuation

September 29 – October 5

Introduce Proposal/Recommendation Report Assignment

Effective Writing

- subject-verb agreement
- paragraph structure
- tone

October 6-12

Thanksgiving Day, no tutorials Monday, Oct. 12

Process writing (ch. 9)

October 13-19

Process writing cont.

- graphic highlighting
- integrating visuals

Set of Instructions, written in tutorial

October 20-26

Library Research Session Tuesday, Oct. 20

Writing Proposals (ch. 14)

Integrating Secondary Sources

- quoting and paraphrasing
- citing in APA format

October 27 – November 2

Fall Study Break Oct. 29-30, no tutorial Thursday

Proposal due by 4 pm Tuesday, Oct. 27

Writing summaries

- bridging critical reading and effective writing

November 3-9

Oral presentation skills (ch. 16)

Effective use of PowerPoint and Prezi

Summary, written in tutorial

November 10-16

Writing professional reports (ch. 13)

- organizing and presenting information persuasively

Student Presentations

November 17-23

Effective Writing

- pronoun problems
- modifiers

Student Presentations

November 24-30

Review report writing

- integrating sources and avoiding plagiarism

Recommendation Report due by 4 pm Wednesday, November 25

Student Presentations

December 1-7

Reflecting on the challenges of professional communication

Student Presentations

LEARNING OUTCOMES: Upon successful completion of this course, the student will be able to:

1. write effectively using proper grammar, syntax, and punctuation.
2. create a clear set-of-instructions using effective writing and appropriate visuals.
3. properly quote, paraphrase, and cite secondary sources.
4. locate and evaluate published scholarship using library resources.
5. accurately summarize program related articles.
6. create a persuasive recommendation report using appropriate tone, format, and organization.
7. speak confidently and persuasively to an audience of peers.
8. prepare and deliver a compelling business presentation using appropriate verbal and non-verbal communication techniques and appropriate visual aids.

ATTENDANCE:

Anyone who, in my opinion, is absent too frequently from class will be reported to the Dean (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean, said student will be barred from completing the course.

CONDUCT:

You are expected to arrive at lectures on time and to conduct yourself during class in a professional and respectful manner that is not disruptive to others.

SICKNESS:

Please inform me or your department chair if you have any health problems that could affect your performance in this course. Failure to communicate such concerns immediately (or as soon as possible thereafter) will have a negative effect on any appeal.

ACCESSIBILITY:

Please contact me if you require material in an alternate format or if any other arrangements can make this course more accessible for you. You may also contact Services for Students with Disabilities (SSD) at 661-2111 x 82147 if you have any questions regarding accommodation.

PLAGIARISM:

All essays and assignments must be written **in your own words**. Whenever you take an idea or a passage of text from another author, you must acknowledge this debt by using quotation marks where appropriate and through proper referencing such as footnotes or citations. Plagiarism also includes **double submission**: submitting work from one course for credit in another without written permission from both professors. Plagiarism is a major academic offence. Scholastic offences are taken seriously and attended by academic penalties that may include expulsion from the program. You may read the appropriate policy on what constitutes a Scholastic Offence at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf.

HEALTH/WELLNESS: As part of a successful graduate student experience at Western, we encourage students to make their health and wellness a priority. Western provides several on campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your graduate degree. For example, to support physical activity, all students, as part of their registration, receive membership in Western's Campus Recreation Centre. Numerous cultural events are offered throughout the year. Please check out the Faculty of Music web page <http://www.music.uwo.ca/>, and our own McIntosh Gallery <http://www.mcintoshgallery.ca/>. Information regarding health- and wellness-related services available to students may be found at <http://www.health.uwo.ca/>.

Students seeking help regarding mental health concerns are advised to speak to someone they feel comfortable confiding in, such as their faculty supervisor, their program director (graduate chair), or other relevant administrators in their unit. Campus mental health resources may be found at http://www.health.uwo.ca/mental_health/resources.html.

To help you learn more about mental health, Western has developed an interactive mental health learning module, found here: http://www.health.uwo.ca/mental_health/module.html. This module is 30 minutes in length and provides participants with a basic understanding of mental health issues and of available campus and community resources. Topics include stress, anxiety, depression, suicide and eating disorders. After successful completion of the module, participants receive a certificate confirming their participation.

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) 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 2015 UWO ACADEMIC CALENDAR).

A. GENERAL REGULATIONS & PROCEDURES

1. All first year students will report to the Undergraduate Services Office, SEB 2097, for all instances.
2. If you are an upper year student and you are missing a test/assignment/lab or exam that is worth MORE THAN 10% of your final grade, you will report to the Undergraduate Services Office, SEB 2097. Otherwise, you will report to your department office to request accommodation.
3. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance.
4. Documentation must be provided as soon as possible. If no one is available in your Department office or the Undergraduate Services Office, leave a message clearly stating your name & student number and reason for your call. The department telephone numbers are given at the end of these instructions.
5. 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 in first year and you are unable to write a term test, contact the Undergraduate Services Office, SEB 2097 PRIOR to the scheduled date of the test.
2. If you are an upper year student and you are unable to write a term test, inform your instructor PRIOR to the scheduled date of the test. If the instructor is not available, leave a message for him/her at the department office. If the test is worth MORE THAN 10% of your final grade you will report to the Undergraduate Services Office, SEB 2097 to request accommodation. Otherwise, you will report to your department office to request accommodation.
3. Be prepared to provide supporting documentation to the Department Chair and/or the Undergraduate Services Office (see next page for information on documentation).
4. Discuss with the instructor if and when the test can be rescheduled. **N.B.** The approval of the Chair or the Undergraduate Services Office 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.
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). **This note must contain the following information: severity of illness, effect on academic studies and duration of absence. Regular doctors notes will not be accepted; only the Student Medical Certificate will be accepted.**

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

1. 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).
2. **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.**
3. 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 2015 Western Academic Calendar available at www.westerncalendar.uwo.ca.

Absences Due to Illness: <http://www.westerncalendar.uwo.ca/2015/pg117.html>
Academic Accommodations for Students with Disabilities: <http://www.westerncalendar.uwo.ca/2015/pg118.html>
Academic Accommodations for Religious or Holy Days: <http://www.westerncalendar.uwo.ca/2015/pg118.html>
Course Withdrawals: <http://www.westerncalendar.uwo.ca/2015/pg157.html>
Examinations: <http://www.westerncalendar.uwo.ca/2015/pg129.html>
Scheduling of Term Assignments: <http://www.westerncalendar.uwo.ca/2015/pg97.html>
Scholastic Offences: <http://www.westerncalendar.uwo.ca/2015/pg113.html>
Student Medical Certificate: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf
Engineering Academic Regulations: <http://www.westerncalendar.uwo.ca/2015/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, 2015
Full courses and full-year half courses (i.e. "E", "Y" or no suffix):	November 30, 2015
Second term half or second term full course (i.e. "B" or "G"):	March 7, 2016

Contact Information:

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) 661-4122	Fax: (519) 661-3020