

## GENG-8000 (Engineering Technical Communications) Section 4 Course Syllabus

Faculty of Engineering | University of Windsor, Canada | Winter 2023 Semester

# Read This First: Special Syllabus Notes

### Special Note #1: I Am a New Parent.

As this course begins, I share a home with my wife and our 12-week-old son—my first child. You may not know this, but Ontario is currently experiencing a critical, unprecedented pediatric healthcare crisis due to the simultaneous circulation of respiratory syncytial virus (RSV), influenza, and COVID-19 in the province. For this reason, I feel obligated to act cautiously regarding my physical health while at work. I will be available for consultation with students only virtually (via Microsoft Teams) this semester, and I will enforce the University's public health policies, as described below.

Otherwise, I may be somewhat less responsive to emails than I normally am after hours and over the weekends. I ask you to please grant me a little patience and understanding at this exceptional time; I promise no student in this class will suffer academically because of my personal circumstances!

### Special Note #2: Unfortunately, the COVID-19 Pandemic Is Not Over in Ontario.

If you are experiencing COVID-19 symptoms, please stay home. Do not attend class, campus, or other University of Windsor events until you are free from symptoms. The University asks you to report your illness to [covid19reporting@uwindsor.ca](mailto:covid19reporting@uwindsor.ca).

For more information about the University of Windsor's response to COVID-19, please consult the [Return to Campus](#) website.

### Special Note #3: You Need to Wear a Mask in Class.

According to the [University of Windsor COVID-19 Mandatory Mask Policy](#), "All individuals are required to wear a mask in all indoor spaces where physical distancing of 2 metres cannot be maintained. This includes classrooms, laboratories, meeting rooms, lounges, and shared spaces." This policy was established on July 14, 2020 and last revised on September 6, 2022. President Robert Gordon sent out a [campuswide update](#) on December 5, 2022 confirming the Mask Policy remains in effect. As of the beginning of this semester, this has not changed.

Obviously, adequate social distancing will not be possible within our classroom, so you will need to wear a mask. Please consider that different people in a classroom will inevitably have different risk tolerances due to several complicated internal and external factors. While you may be comfortable learning unmasked in a crowded room, some of the people sitting around you may feel differently—for valid reasons. Aside from the University mandate, I ask you to please be empathetic and respectful of your fellow students, including those you do not know personally.

Enforcement of the mask policy may vary across the University; some of your instructors may not care whether you enter the classroom wearing a mask or keep it on throughout the class. In *this* course, I will absolutely be enforcing the policy. I understand it's annoying, but unless/until the policy changes, you need to always wear a mask in class. Please consider this fair warning: I will take this matter seriously. Thank you in advance for understanding.

In *exceptional* circumstances, if you are genuinely unable to wear a mask during class for a compelling reason, you may contact [Student Accessibility Services](#) to request formal accommodations.

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## Instructor Information

- **Name:** Prof. Jesse Ziter
- **Office:** CEI 3069
- **Email:** [jziter@uwindsor.ca](mailto:jziter@uwindsor.ca)
- **Virtual Office Hours (Microsoft Teams):** Tuesdays and Thursdays, 8:30 to 11:00 a.m. *or by appointment*

## Teaching Assistant (TA) Information

- Mohamed Elkorek: [elkorekm@uwindsor.ca](mailto:elkorekm@uwindsor.ca)
- Ghida Hamoud: [hamoudg@uwindsor.ca](mailto:hamoudg@uwindsor.ca)
- Mohamed Tawakol: [tawakol@uwindsor.ca](mailto:tawakol@uwindsor.ca)

## Course Description

From the current [University of Windsor Graduate Calendar](#):

Engineering Technical Communications will prepare Master of Engineering (MEng) students to communicate technical information clearly and concisely, in written, oral, and graphical form. This course will include topics such as grammar; sentence structure; organization; writing reports, letters, instructions, and proposals; referencing sources; preparing and making presentations; and corporate culture. Students will also work in teams to prepare written and oral communications for a major project.

## Class Information

- **Location:** Biology Building 121
- **Day and Time:** Tuesdays and Thursdays, 11:30 a.m. to 12:50 p.m.
- **Additional, approximate study hours:** 3-6
- **Estimated division of total learning hours:**
  - Hands-on labs and activities: 15
  - Group work: 25
  - Lecture: 20
  - Individual work: 30
  - Class discussion: 10
- **Credit weight:** 3
- **Course format:** face-to-face
- **Pre-requisites,** from the current [University of Windsor Graduate Calendar](#): N/A

## Resources

### Required Resource:

McGraw-Hill Connect Composition 5e (Online Grammar Modules and E-text Handbook) (ISBN-13: 9781260327021)

*Refer to "McGraw-Hill Connect" on Brightspace course site menu for details on purchasing the access code.*

### Recommended Resource:

Thorsten Ewald, *Writing in the Technical Fields: A Practical Guide*, Don Mills: Oxford University Press Canada, 2017. (ISBN-13: 9780199021499)

*Note: A newer (3<sup>rd</sup>) edition of the text is available in digital format (ISBN 9780199036905) and can be purchased through [redshelf.com](https://www.redshelf.com). The page numbers listed in this syllabus refer to the earlier version.*

## The Implied Contract

The instructor will strive to	You, as a student in this class, will strive to
<ul style="list-style-type: none"><li>• establish an educational environment conducive to learning,</li><li>• provide quality instruction, and</li><li>• provide differentiating assessment, <i>i.e.</i>, not every student deserves an A.</li></ul>	<ul style="list-style-type: none"><li>• prepare for class,</li><li>• attend class and engage in your instruction,</li><li>• complete the assigned work, and</li><li>• prepare for oral assessments.</li></ul>

## Learning Outcomes

From the University of Windsor Centre for Teaching and Learning: Learning outcomes are *statements that indicate what successful students should know, value or be able to do by the end of the course or program.*

In this course, students will...

Number	Learning Outcome
1	...demonstrate their ability to communicate effectively in written form by practicing their writing skills through activities and assignments.
2	...demonstrate their ability to communicate effectively in oral form by practicing their presentation skills through activities and assignments.
3	...demonstrate their ability to use correct referencing techniques through activities and assignments.
4	...demonstrate their ability to work individually and as a member of a team to complete course activities and assignments.
5	...demonstrate their knowledge of professional issues through discussion of topics such as ethics, corporate culture, and audience/customer considerations, as they relate to technical communications within a workplace.
6	...demonstrate their ability to integrate the course material into the tasks necessary to complete a major project for the course.

## Important Academic Dates

Date	Significance
Jan. 18	Academic Add/Drop date: Last day for late registration and change of courses. Last day for deferral request to a future term.
Feb. 18–26	Reading Week: There are no classes or regularly scheduled office hours this week.
Mar. 15	Last day to <i>voluntarily withdraw</i> from the course. After this date, students remain registered in the course and receive a final grade as appropriate.

## Course Schedule

*Note: The following course schedule is approximate and may be adjusted as necessary.*

Week	Topics	Related Textbook Readings
1 (Jan. 5, 10)	<ul style="list-style-type: none"> <li>• Introduction, Syllabus, etc.; What is Technical Communication? Why Technical Communication?</li> <li>• Rhetorical Situation (Logos, Ethos, Pathos, etc.)</li> <li>• Audience and Purpose</li> </ul>	Burton Essay (Brightspace) <i>Ch. 1 (pp. 1–16)</i>
2 (Jan. 12, 17)	<ul style="list-style-type: none"> <li>• The Writing Process</li> <li>• Professional Communications (Routine Correspondence)</li> <li>• Communication Channels</li> </ul>	<i>Ch. 5 (pp. 69–80)</i>
3 (Jan. 19, 24)	<ul style="list-style-type: none"> <li>• Teamwork; Collaborative Writing</li> <li>• Cross-Cultural Communications</li> <li>• Information Literacy/Evaluating Sources</li> </ul>	<i>Ch. 8 (pp. 144–158)</i> <i>Ch. 9 (pp. 160–175)</i>
4 (Jan. 26, 31)	<ul style="list-style-type: none"> <li>• IEEE Style Citing and Referencing (Guest Lecture: Writing Support Desk)</li> <li>• Referencing; Literature Review</li> </ul>	<i>Ch. 9 (pp. 160–175)</i>
5 (Feb. 2, 7)	<ul style="list-style-type: none"> <li>• Developing Credible Argument</li> <li>• Framing Knowledge/Imposing Visible Structure (Headings)</li> <li>• Parallel Structure; Lists</li> <li>• Rhetorical Patterns</li> </ul>	<i>Ch. 4 (pp. 49–65)</i>
6 (Feb. 9, 14)	<ul style="list-style-type: none"> <li>• Technical Sentences and Paragraphs</li> <li>• Writing Clearly and Concisely, Tips for Revision</li> </ul>	<i>Ch. 2 (pp. 20–33)</i> <i>Ch. 3 (pp. 37–45)</i>
7a (Feb. 16)	<ul style="list-style-type: none"> <li>• Technical Reports and Documents</li> </ul>	<i>Ch. 6 (pp. 84–109)</i>
<i>Reading Week: February 18–26. Classes and Office Hours are cancelled.</i>		
7b (Feb. 28)	<ul style="list-style-type: none"> <li>• Technical Graphics</li> </ul>	<i>Ch. 10 (pp. 177–190)</i>
8 (Mar. 2, 7)	<ul style="list-style-type: none"> <li>• Oral Communications/Presentations</li> <li>• Elevator Talks</li> </ul>	<i>pp. 252–257, 261–268</i>
9 (Mar. 9, 14)	<ul style="list-style-type: none"> <li>• <i>Elevator Talk Peer Review (Mar. 9)</i></li> <li>• Formal Reports</li> <li>• Technical Definitions, Descriptions, and Instructions</li> </ul>	<i>Ch. 7 (pp. 114–142)</i> <i>Ch. 12 (pp. 212–29); 13 (pp. 23–51)</i>
10 (Mar. 16, 21)	<ul style="list-style-type: none"> <li>• Presentation Visuals (Slides and Posters)</li> <li>• Employment Communications (Guest Lecture: Career Development and Experiential Learning)</li> </ul>	<i>pp. 257–261</i> <i>Ch. 11 (pp. 194–210)</i>
11 (Mar. 23, 28)	<i>Team Oral Presentations</i>	
12 (Mar. 30, Apr. 4)	<i>Team Oral Presentations</i>	

## Evaluation Methods

Method of Evaluation	Due Date	Assessment	% of Final Grade	Related Learning Outcomes
<b>Assignments (individual)</b>	Feb. 15	Connect Online Grammar Module (10%)	41%	1, 2, 5
	Feb. 28	Paraphrasing, Citing, and Referencing Assignment (10%)		
	Mar. 10	Individual Analysis Report (10%)		
	Mar. 22	Elevator Talk Video (6%) <sup>1</sup>		
	Apr. 5	Peer Evaluation of Teamwork (5%)		
<b>Assignments (group)</b>	Feb. 17	Team Project Problem Description (8%)	43%	1, 3, 4, 5, 6
	Mar. 13	Team Project Overview (5%)		
	Apr. 5	Final Group Project Submission: Synthesized White Paper (20%) <sup>2</sup>		
	Mar. 28 <i>or</i> 30 <i>or</i> Apr. 4	Team Oral Presentation (10%) <sup>2</sup>		
<b>Online Discussion Posts (individual)</b>	Jan. 25/27	Discussion Post #1 (3%)	6%	1, 3, 4, 5
	Mar. 1/3	Discussion Post #2 (3%)		
<b>In-Class Exercises (group and individual)</b>	<i>Various</i>	Various exercises as announced in class. Worth 0.5–2% each, as announced. Each exercise is due <i>during</i> the class session in which it is assigned.	10%	1, 2, 3, 4, 5

<sup>1</sup> Some assignments may require students to film, upload, and share (with the course instructors and TAs) a video of themselves. Refusal to submit a video will result in a grade of zero for the assignment.

<sup>2</sup> *The final project submission (report and presentation) is a group effort, and every individual must contribute for a successful project.*

- *If your name is not on the group report, your mark for the report will be 0.*
- *If you do not submit a peer assessment/evaluation of teamwork assessment, your mark for the peer assessment/evaluation of teamwork will be 0, regardless of the comments by your group members.*
- *The instructors can assign individual (rather than group) marks as they see fit: e.g., for those students who do not carry their weight*

### Grading

Grades for the course will be consistent with the following table, per the [University of Windsor Policy M5:](#)

[Marks/Grade Descriptors](#) (☑ Graduate Course)

Letter	A+	A	A-	B+	B	B-	C+	C	C-	F
% Range	90-100	85-89.9	80-84.9	77-79.9	73-76.9	70-72.9	67-69.9	63-66.9	60-62.9	0-59.9

## Chronological Assessment Schedule

*Note: This is the same evaluation schedule as above, but it is listed chronologically for your convenience.*

Due Date	Assessment	Value (%)
<i>Jan. 25/27</i>	Discussion Post #1	3
<i>Feb. 15</i>	McGraw-Hill Connect Online Grammar Module	10
<i>Feb. 17</i>	Team Project Problem Description	8
<i>Feb. 28</i>	Paraphrasing, Citing, and Referencing Assignment	10
<i>Mar. 1/3</i>	Discussion Post #2	3
<i>Mar. 10</i>	Individual Analysis Report	10
<i>Mar. 10</i>	Team Project Overview	5
<i>Mar. 22</i>	Elevator Talk Video	6
<i>April 5</i>	Final Group Project Submission: Synthesized White Paper	20
<i>Mar. 28 or 30 or Apr. 4</i>	Team Oral Presentation	10
<i>April 5</i>	Peer Evaluation of Teamwork	5
<i>Various dates</i>	Various exercises as announced in synchronous class sessions. Worth 0.5–2% each, as announced. Each exercise is due <i>during</i> the class session in which it is assigned.	10

In-Class Written Discussion | Individual Assignment | Team Assignment

## General Expectations and Considerations

### Assessment Considerations

#### Assignment Submission

Assignments must be submitted via Brightspace, as instructed, except in circumstances where you are *directly* told otherwise. **Assignments cannot be submitted via email under any circumstances. Please do not email your instructor any assignments.**

All assignments are due before 11:59 p.m. Eastern Time on the date assigned, *unless specified otherwise*. **Assignments submitted at or after the exact deadline (e.g., 11:59:01 p.m.) will be marked late. In effect, if an assignment is due “before 11:59 p.m.” it must be submitted by 11:58:59 p.m. This is important.**

#### Consistency Across Sections of GENG-8000

There are several distinct sections of Engineering Technical Communications running this semester. These classes are taught independently by different instructors. Please take instruction regarding your responsibilities from your instructor (Prof. Jesse Ziter) only. Do not assume circumstances described by friends or colleagues in other sections of the course apply to your situation.

### **Late or Missed Assignments, Reports, or Projects**

If a student is experiencing difficulty meeting a deadline, they are encouraged to contact the course instructor as soon as possible to discuss the situation *before the deadline*. Late assignments will be deducted 10% per day up to 3 days (after which they will receive 0 marks). Weekends are included in this count. *Late Connect Grammar Module assignments will not be accepted* (i.e., you will receive a grade for the percentage you completed by the due date).

*The Peer Evaluation of Teamwork assignment cannot be submitted late.* Late submissions of this assignment will receive a final, non-negotiable zero grade except in truly exceptional, unpredictable circumstances.

### **Missed Assignments, Tests, Reports, In-Class Exercises and Discussion, or Projects**

Documentation must be submitted to the Office of the Associate Dean no later than 72 hours following the absence. Documentation shall include the Faculty of Engineering Medical Form or other appropriate documents.

### **Missed In-Class Activities**

Assignments completed during class time cannot be submitted after class or “made up” except in exceptional circumstances. If you are not present in class to complete an in-class activity, you will receive a zero grade.

### **Late Registration into Course**

Students who register late for the course are responsible for familiarizing themselves with course information that they missed prior to registration. No special accommodation will be provided for missed assignments/assessments.

### **The Student Evaluation of Teaching (SET)**

The SET will be administered during the last two weeks of the semester.

### **Attendance and Punctuality**

Staying on top of course work (including attending class) is critical to student success; students should seize the opportunity to share and discuss information in classes. The course is designed to move swiftly and efficiently. Students should let the instructors know of any issues that prevent students from keeping up with course work.

### **Communication**

Students are encouraged to utilize virtual office hours and scheduled class times to ask questions. Only emails sent from a UWindsor email address or through Brightspace will be responded to. *Please do not use Microsoft Teams to send Prof. Ziter messages outside Office Hours.* Emails should be sent with courtesy; they should include an informative subject line, a salutation (e.g., Hello Prof. Name), a body, and a closing (e.g., Best regards, Name). When you email your instructor, always include the name (GENG-8000 or Engineering Technical Communications) and section number of the course you are addressing.

### **Group Work**

Groups are encouraged to develop ground rules, identify roles and responsibilities, set timelines, and set standards of communication for the group. All members of a group will attend any group meetings and contribute to the final submission. Individuals who do not contribute effectively to the work of the group will not necessarily receive a passing grade in the work – even if the overall submission is satisfactory.

### **Supplemental Privileges**

☒ A supplemental examination is *not* allowed in this course.

### **Academic Integrity**

All incidents of academic dishonesty will be documented with the Associate Dean of Engineering – Academic. University procedures will be followed and the instructors will pursue all avenues to ensure that every student is fairly evaluated in the this course. Such incidents may include, but are not limited to: submission of assignments other than your own, receiving or sharing prior knowledge of test questions, sharing or receiving information during a test by any means (including electronic), possession of any electronic device (including cell phones) during a test except for an approved calculator, sharing or receiving knowledge of a test with students who



have not yet written the test, sharing a calculator or formula sheet during the test, using a solutions manual to prepare submitted assignments.

Per the [University of Windsor Policy on Student Code of Conduct](#):

“**Plagiarism:** the act of copying, reproducing or paraphrasing significant portions of one’s own work, or someone else’s published or unpublished material (from any source, including the internet), without proper acknowledgement, representing these as new or as one’s own. Plagiarism applies to all intellectual endeavours: creation and presentation of music, drawings, designs, dance, photography and other artistic and technical works. (Students have the responsibility to learn and use the conventions of documentation as accepted in their area of study and instructors have the responsibility of informing students in writing of any significant individual interpretations of plagiarism.)”

Associated with on-line instruction and evaluation, the course instructor may identify academic integrity concerns with submissions for a graded aspect of the course. In such cases, the faculty member can set up an online meeting with individual student(s) to further assess knowledge in the given area. This online assessment can either confirm the original mark or can be considered in place of the initial assessment to increase or decrease the original mark. All such cases will be documented with the Associate Dean of Engineering – Academic.

### Use of Plagiarism-Detection Software in This Course

☒ Plagiarism-detection software, SafeAssign, may be used in this course.

1. *Rationale.* The University believes in the right of all students to be part of a University community where academic integrity is expected, maintained, enforced, and safeguarded; it expects that all students will be evaluated and graded on their own individual work; it recognizes that students often have to use the ideas of others as expressed in written, published, or unpublished work in the preparation of essays, assignments, reports, theses, and publications. However, it expects that both the data and ideas obtained from any and all published or unpublished material will be properly acknowledged and sources disclosed. Failure to follow this practice constitutes plagiarism. The University, through the availability of plagiarism-detection software, desires to encourage responsible student behaviour, prevent plagiarism, improve student learning, and ensure greater accountability.
2. *Procedure.* SafeAssign may be used for some or all student assignments in this course, at the instructor’s discretion. You may be asked to submit your assignments in electronic form directly to the plagiarism-detection software. Note that students’ assignments that are submitted to the plagiarism-detection software become part of the database. This assists in protecting your intellectual property. However, you also have the right to request that your assignment(s) not be run through the student assignment database. If you choose to do so, that request must be communicated to me in writing at the beginning of the course.
3. *Privacy and Copyright.* Your privacy is protected even if your name and/or student number is on your assignments because the plagiarism-detection software does not make students’ assignments available to outside third parties. Further, you retain the copyright in your work. Copyright, in relation to a work, is defined in Canada’s Copyright Act, R.S.C. 1985, c. C-42, s. 3(1), which is available on the Department of Justice Canada website. Plagiarism-detection software use of students work complies with Canadian copyright and privacy laws.
4. *Originality Reports.* If the results of an originality report may be used to charge you with academic misconduct, you will be notified of the result of the report, and you will be given the opportunity to respond before any disciplinary penalty is imposed.
5. *Plagiarism.* Information about plagiarism and appropriate acknowledgement of sources can be found at the [Office of Academic Integrity](#).

### Commitment to Excellence

Obtaining a degree from the University of Windsor requires focus, discipline, and hard work. This class is designed to improve your technical communication skills, not to increase your grade point average (GPA). Grade inflation devalues the degree that you are pursuing. Therefore, ***final grades are non-negotiable***. If you feel that your professor



has graded your work unfairly, it is within your rights as a student to file a *formal grade appeal* by following [specific University of Windsor procedure](#).

### Services Available to Students at the University of Windsor

Students are encouraged to discuss any disabilities, including questions and concerns regarding disabilities, with the course instructor. Let's plan a comfortable and productive learning experience for everyone. The following services are also available to students:

- [Student Accessibility Services](#)
- [Skills to Enhance Personal Success \(S.T.E.P.S.\)](#)
- [Student Counseling Centre](#)
- [Central Academic Advising Centre](#)
- [Engineering Communication Support](#)
- [Writing Support Desk](#)

### Accommodation

Students with disabilities who require academic accommodations in this course must contact an Advisor in [Student Accessibility Services](#) (SAS) to complete SAS Registration and receive the necessary Letters of Accommodation. After registering with Student Accessibility Services, you must present your Letter of Accommodation and discuss your needs with me as early in the term as possible. Please note that deadlines for the submission of documentation and completed forms to Student Accessibility Services are available on its website.

### Feeling Overwhelmed?

From time to time, students face obstacles that can affect academic performance. If you experience difficulties and need help, it is important to reach out to someone.

For help addressing mental or physical health concerns *on campus*, contact (519) 253-3000:

- [Student Health Services](#) at ext. 7002
- [Student Counselling Centre](#) at ext. 4616
- [Peer Support Centre](#) at ext. 4551

### 24 Hour Support is Available

[My Student Support Program \(MySSP\)](#) is an immediate and fully confidential 24/7 mental health support that can be accessed for free through chat, online, and telephone. This service is available to all University of Windsor students and offered in over 30 languages. Call: 1-844-451-9700, visit [keepmesafe.myissp.com](http://keepmesafe.myissp.com) or download the My SSP app via the [Apple App Store](#) or [Google Play](#).

A full list of on- and off-campus resources is available at [www.uwindsor.ca/wellness](http://www.uwindsor.ca/wellness).

Should you need to request alternative accommodation contact your instructor or associate dean.

### Bylaws and Policies

The following are links to the University of Windsor bylaws and policies. The intention is to share these policies and bylaws with engineering students in a way that is straightforward and clear – because our learning depends on our ability to create an environment and culture that supports our individual and collective needs for learning and teaching.

- [University Bylaws & Policies Directory](#)
- Senate Bylaw 55: [Graduate Academic Evaluation Procedures](#)
- **Statement on Sexual Misconduct:**

The University of Windsor values dignity, respect and equality for all individuals and strives to foster an atmosphere of healthy attitudes and behaviours towards sexuality, sex, and gender. The University is committed to maintaining a healthy and safe learning, living, social, recreational, and working environment.

All forms of sexual misconduct (included, but not limited to: verbal harassment, non-consensual sexual contact; online harassment; non-consensual sharing of images; etc.) jeopardize the mental, physical, and emotional welfare of our students and employees, as well as the safety of the campus community and the reputation of the University. Anyone who has experienced sexual misconduct deserves support. Regardless of whether the incident occurred recently or many years ago, you deserve support now.

If you wish to speak confidentially about an incident of sexual misconduct, please contact the Sexual Misconduct Response and Prevention Office at [svsupport@uwindsor.ca](mailto:svsupport@uwindsor.ca). Please note, you do not have to formally report your experience in order to receive support, resources, and guidance. If you would like to consider filing a formal complaint with the University, or have questions about policies and procedures regarding sexual misconduct, the Office can also provide this information and assist with the process.