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| ENCS 282 -ZZ  Technical Writing and Communication  Centre for Engineering in Society  Winter 2023 |
| **Course Instructor:**  Terry Newman  [terry.newman@concordia.ca](mailto:terry.newman@concordia.ca) |
| **Lecture:**  Fridays 2:45 pm – 5:30 pm  Room: LS 210 SGW  **Office Hours:**  Tuesdays / 11:30 am - 1:00 pm / S-EV 2.231 |
| **Tutorials**: Please see your class schedule for details.   * Z ZE: Wednesday 4:15 pm -5:55 pm / Suryaprakash Rajkumar / MB 2.285 SGW * Z ZF: Monday 4:15 pm – 5:55 pm / Quinn Valencourt / LS 208 SGW * Z ZG: Monday 8:30 pm – 10:10 pm / Suryaprakash Rajkumar / MB S2.105 SGW |
| **Course Calendar Description**:  *Technical writing form and style. Technical and scientific papers, abstracts, reports. Library research and referencing methods for engineers and computer scientists. Technical communication using information technology: document processing software, computer‑assisted presentation, analysis and design of web presentation, choice and use of appropriate tools. Students will prepare an individual major report and make an oral presentation.* |
| **Prerequisites**:  *Students must have satisfied the requirements in Section 71.20.7 Writing Skills Requirement, by passing the Engineering Writing Test (EWT) or by passing ENCS 272 with a grade of C‑ or higher, prior to enrolling.* |
| **Course materials**  **Required Textbook: N/A**  ***Short readings which support the lecture and tutorial materials may be posted on Moodle for students to download.*** |

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| **Grading Scheme** | |
| Evaluation and Description | Weight |
| **Tutorials**  This score will reflect participation in tutorial activities and in-class exercises. | 15% |
| **Instructional presentation (individual)**  You will create an instructional presentation on a technical task. You must choose a medium appropriate to the task. The instructions must effectively integrate text and graphics. | 10% |
| **Report on library research (individual)**  You will write a report on library research conducted in preparation for the innovation proposal. All sources must be current, relevant, and credible. | 15% |
| **In-class mechanism description (individual)**  Based on criteria presented in class, you will write a mechanism description. This assignment will be written **in class** (lecture) on March 22nd. | 10% |
| **Innovation proposal (in groups) 30%**  In an “innovation team” you will propose an innovative solution to a specific technical problem. Proposals could address a problem on campus or a problem faced by an external organization, agency, or company. Problems must be complex, interesting, and relevant.  Three deliverables are evaluated: | |
| * Agenda and Minutes based on at least four scheduled group meetings and a peer evaluation (5%) | 5% |
| * A 15-minute oral presentation of key content of the proposal (presentations will take place at the tutorials) (10%) | 10% |
| * A formal written proposal that provides a detailed description of the problem and defends a proposed solution (15%) | 15% |
| **In-class writing evaluation**  On April 5th, there will be an in-class written, comprehensive evaluation of writing skills developed in the course. | 20% |

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| **Tentative Course Outline** |

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| Jan. 19 | * Visit from Yoo Lae – researcher – 15 minutes * Introduction to the course: language and the writing process |  |
| Jan. 26 | * Constraints of communication: Audience, Purpose, Organization, Style | APOS Exercises |
| Feb. 2 | * Writing instructions * Identifying rhetorical strategies: informing and persuading | Removing clutter |
| Feb. 9 | * Conducting research for technical communication: Research workshop with Chloe Lei (Engineering Librarian) 1hr 15 mins * Generating researchable questions / scope | Writing instructions practice |
| Feb. 16 | * Persuasive communication | **Instructional presentations (review and evaluation in tutorial: 10%)** |
| Feb. 23 | * Effective teamwork and group communication * Meeting protocols |  |
| Feb. 26 – Mar. 3 | Reading Break (no classes or tutorials) |  |
| Mar. 8 | * Mechanism descriptions * Visual rhetoric | Ethics in communication  **Assignment due: report on library research** |
| Mar. 15 | * Avoiding fallacies * Risk communication | Definitions practice  Technical description practice |
| Mar. 22 | * **Mechanism description (in lecture)** | Recognizing fallacies  Assignment due in-class mechanism description |
| Mar. 29 | * Oral communication: Techniques and strategies | Writing evaluation review |
| Apr. 5 | * **Writing evaluation (in lecture) 20%** | Oral presentations (groups in tutorial: 10%) |
| Apr. 12 | * Cover letters and Résumés * How to stand out in your field | Oral presentations, cont. Written innovation proposals (15%) and meeting minutes (5%) |

* The *Instructional Presentation* and *Report on Library Research* assignments must be submitted on Moodle on the due date before the beginning of class.
* The *Innovation Proposal* must be submitted as a hard copy on the due date at the beginning of class.
* Late work (i.e., work not submitted by the deadline in the appropriate format) will be penalized by 10% per day (including weekends). Work handed in more than 7 days late (including weekends) will not be accepted. In case of extenuating circumstances, verifiable proof must be presented.
* All submitted assignments must include your name, your student ID, your tutorial section number and the name of your TA.

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| **Other relevant information**  **Classroom Rules and Expectations**  Please take note of the following rules and expectations:  • I will not be taking attendance and so expect you to take your education seriously and attend class regularly. Consequently, if you miss any class, gathering the notes for that class, including announcements and details on assignments and evaluations, is your responsibility. I will not entertain any emails asking for lecture notes. I will also not entertain emails asking, “What did I miss last time?”  • Office hours are for questions about the course and course material, NOT negotiating your grades. If you feel you have a legitimate grade complaint (e.g., a calculation error, etc.), please write me a formal letter outlining your reasoning in the specific areas you wish to question. This formal letter should be sent via e-mail no later than one week after the assignment has been graded and returned. • It is expected that all students will contribute to developing a supportive learning environment by respecting basic classroom courtesy and displaying professional behaviour.  • Continued disruptive behavior will be penalized. Disrespect towards the instructor in class, arriving late to class and leaving early from class on a regular basis will be noted and penalized. Talking to your neighbor while the lecturer is speaking, or talking on the cell phone in class, also counts as disruptive behavior. Laptop and mobile phone use should be restricted to tasks relevant to the lecture: surfing the net, playing games, or writing personal communications constitutes unprofessional behavior.  • Cooperation in group-work is a course requirement. The ability to co-operate and communicate with others is an essential professional skill.  • If you think you will find it difficult to keep up with the class or have any special needs that I should know about, please notify me. Tutorials Attendance in tutorial in compulsory. The same rules that apply to the lecture apply to the tutorial. In addition, please follow any other rules your tutorial leader may lay down to facilitate conduct of the class.  **Please attend the very same tutorial section that you are assigned to on the class roll.**  **ACADEMIC HONESTY AND CODE OF CONDUCT**  **Violation of the Academic Code of Conduct in any form will be severely dealt with.**  *It is expected that during class discussions and in your written assignments you will communicate constructively and respectfully. Sexist, racist, homophobic, ageist, and ablest expressions will not be tolerated.*  **Plagiarism**  The most common offense under the Academic Code of Conduct is plagiarism, which the Code defines as "the presentation of the work of another person, in whatever form, as one's own or without proper acknowledgement" (Article 19a).  Plagiarism involves copying material, either word from word or as a paraphrase, from anything ranging from books, to internet sites, course notes, oral or visual presentations, lab reports, computer assignments, or artistic works.  Plagiarism does not refer to words alone - it can also refer to copying images, graphs, algorithms, tables, and ideas. A "presentation" means more than written work: it means any method by which you submit work to your instructor. Even translating the work of another person into another language without citation is plagiarism.  The use of Artificial Intelligence (AI), such as ChatGPT, to produce writing for this course is not allowed. Using AI-generated content for an assignment will be considered an act of plagiarism.  [http://www.concordia.ca/conduct/academic-integrity/plagiarism.html](The%20most%20common%20offense%20under%20the%20Academic%20Code%20of%20Conduct%20is%20plagiarism,%20which%20the%20Code%20defines%20as%20%22the%20presentation%20of%20the%20work%20of%20another%20person,%20in%20whatever%20form,%20as%20one's%20own%20or%20without%20proper%20acknowledgement%22%20(Article%2019a).%20Plagiarism%20involves%20copying%20material,%20either%20word%20from%20word%20or%20as%20a%20paraphrase,%20from%20anything%20ranging%20from%20books,%20to%20internet%20sites,%20course%20notes,%20oral%20or%20visual%20presentations,%20lab%20reports,%20computer%20assignments,%20or%20artistic%20works.%20Plagiarism%20does%20not%20refer%20to%20words%20alone%20-%20it%20can%20also%20refer%20to%20copying%20images,%20graphs,%20algorithms,%20tables,%20and%20ideas.%20A%20%22presentation%22%20means%20more%20than%20written%20work:%20it%20means%20any%20method%20by%20which%20you%20submit%20work%20to%20your%20instructor.%20Even%20translating%20the%20work%20of%20another%20person%20into%20another%20language%20without%20citation%20is%20plagiarism.%20The%20use%20of%20Artificial%20Intelligence%20(AI),%20such%20as%20ChatGPT,%20to%20produce%20writing%20for%20this%20course%20is%20not%20allowed.%20Using%20AI-generated%20content%20for%20an%20assignment%20will%20be%20considered%20an%20act%20of%20plagiarism.%20http:/www.concordia.ca/conduct/academic-integrity/plagiarism.html)  Plagiarism detection: For most of your written assignments, I will be using the Ouriginal plagiarism plugin on Moodle. It uses text matching technology as a method to uphold the University’s high academic integrity standards to detect any potential plagiarism. For assignments set up to use Ouriginal, the software will review your paper when you upload it to Moodle.  Privacy policy: <https://www.ouriginal.com/privacy-and-personal-data-protection-policy/>  **Graduate Attributes:** |
| Following is the list of graduate attributes (skills) that students use, learn and/or apply throughout the term |

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| **Attribute** | **Indicators** |
| Ethics and equity | Professional ethics and accountability |
| Equity |
| Communication skills | Writing process |
| Information Gathering |
| Documentation |
| Oral presentation |
| Professionalism | Role and responsibilities of professional engineers |
| Professional practice |

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| **Course Learning Outcomes (CLOs):**  By the end of this semester, students are expected to master the following communication skills outcomes:   * Develop the ability to think critically, clearly, and analytically. * Develop the ability to read and listen critically. * Describe the basic norms and standards for professional, technical communication. * Show capacity for effective writing and public speaking. * Respond reflectively and reasonably to others and craft successful arguments. |

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| **On Campus Resources**  Please visit [Student services at Concordia University](https://www.concordia.ca/ginacody/students/services.html) for the services available Gina Cody School students. |