
PROFESSIONAL ENGINEERING COMMUNICATION

INSTRUCTOR INFORMATION

- Instructor: Yeqing Kong
- Email: ykong2@ncsu.edu
- Office: Ricks Hall Annex
- Office hours: by appointment



You can read more about my background and interests at www.yeqingkong.com, and I hope to learn about you and your future goals as we work together this semester.

COURSE INFORMATION

Communicating effectively is central to the success of any engineering project and to advance in your engineering career. In this course you will learn principles of writing clearly and effectively for the wide range of communication activities professional engineers must do for a range of audiences. Topics covered include writing reports, writing proposals, delivering presentations, planning and revising writing, providing feedback, and more.

LEARNING MATERIALS

- There is no required textbook for this course.
- All course readings, videos, activities, and assignments will be available through our course Moodle site.
- Please check the Moodle site regularly to stay up to date on the course.

STUDENT LEARNING OUTCOMES

1. Students will be able to write documents that address the purposes, audiences, and conventions of professional engineering work.
2. Students will be able to apply principles of document design and effective visual strategy to meet the needs of different professional audiences.
3. Students will be able to participate effectively in the writing and communication process by planning, drafting, reviewing, revising, and critiquing documents.
4. Students will be able to construct and deliver presentations appropriate for professional engineering purposes and a range of audiences.
5. Students will be able to analyze samples of professional engineering documents, critique their effectiveness, and revise to improve the document.
6. Students will be able to adapt complex technical information and effectively design communication to inform diverse audiences.

COURSE POLICIES

GRADING

97-100 = A+	87-89 = B+	77-79 = C+	67-69 = D+	59 >= F
93-96 = A	83-86 = B	73-77 = C	63-67 = D	
90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-	

DEADLINES

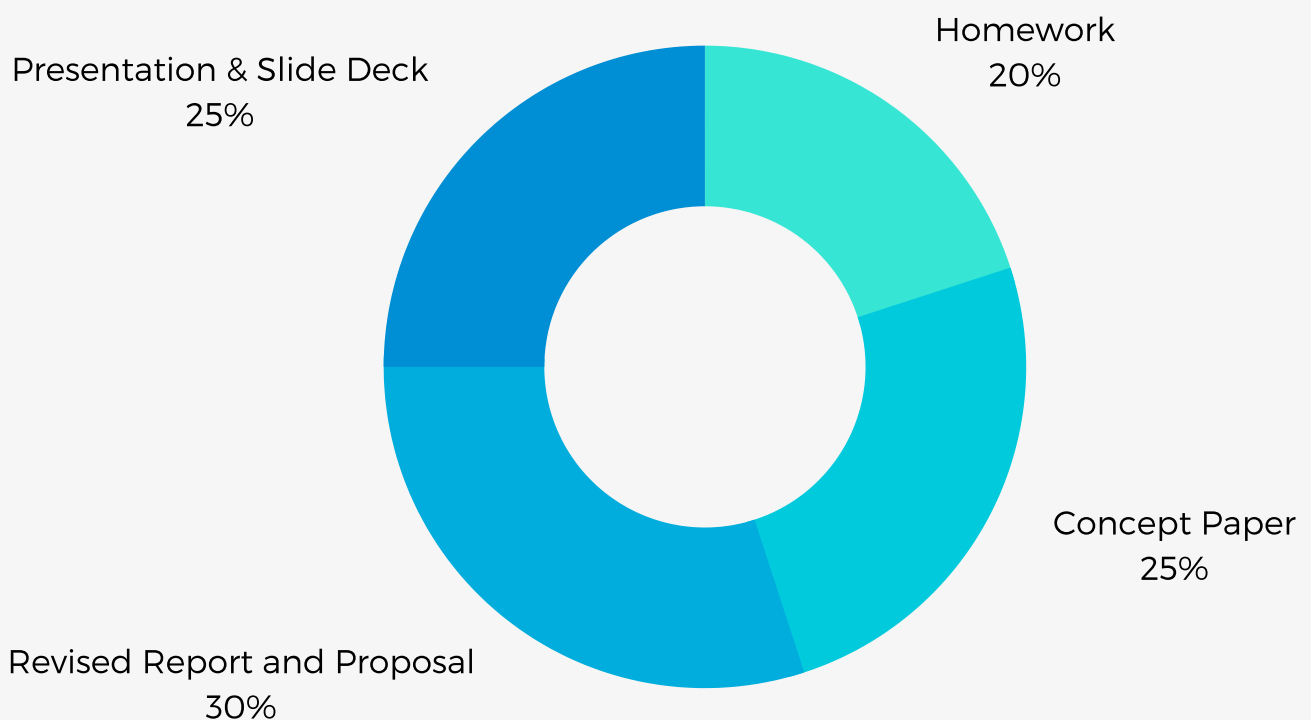
All deadlines for homework and projects are clearly stated in Moodle. Typically, homework assignments and projects from that week or unit are due on Sunday nights by 11:59 PM before a new week or unit begins on Monday. Late homework and unit projects are penalized 10% per day late and are not accepted after the 5th late day.

COURSE PROJECTS AND GRADING

THIS COURSE INCLUDES THE FOLLOWING GRADED COMPONENTS:

- Homework Assignments
- Unit 1 Project: Concept Paper
- Unit 2 Project: Revised Report or Proposal
- Unit 3 Project: Presentation & Slide Deck

Note: There are no exams for this course. All projects may (and should!) be completed with the help of learning materials and notes.



Note: Please find the detailed instructions for each assignment or project on the assignment sheets.

COURSE SCHEDULE

THIS SECTION INCLUDES THE UNIT TOPICS, DURATION, AND PROJECT DEADLINES.

TOPIC	DATE	DEADLINE
UNIT 0 COURSE INTRODUCTION	MAY 12-MAY 17	
UNIT 1 PRINCIPLES OF EFFECTIVE WRITING		
<ul style="list-style-type: none">• The writing process• Writing clearly• Visuals and document design• Revising and editing	MAY 18-JUNE 13	UNIT 1 PROJECT DUE ON JUNE 14 AT 11:59 PM
UNIT 2 WRITING REPORTS AND PROPOSALS		
<ul style="list-style-type: none">• Persuasive communication & writing reports• Writing proposals• Reviewing writing• Ethics in writing	JUNE 15-JULY 12	UNIT 2 PROJECT DUE ON JULY 12 AT 11:59 PM
UNIT 3 DELIVERING PRESENTATIONS		
<ul style="list-style-type: none">• Presentation design• Presentation delivery	JULY 13-JULY 26	UNIT 3 PROJECT DUE ON JULY 27 AT 11:59 PM

Note: Dates listed here are tentative; the schedule on Moodle is considered official.

INSTITUTIONAL POLICIES AND RESOURCES

ACADEMIC INTEGRITY

We will uphold the **highest** standards of academic integrity in this course. No plagiarism of any type will be tolerated in this course. Please be familiar with the NC State Student Code of Conduct and the consequences for violating academic integrity:
<http://policies.ncsu.edu/policy/pol-11-35-01>.



ACCOMMODATIONS FOR DISABILITIES

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with the Disability Resource Office at Holmes Hall, Suite 304, Campus Box 7509, 919-515-7653. For more information on NC State's policy on working with students with disabilities, please see the Academic Accommodations for Students with Disabilities Regulation (REG02.20.01)

WRITING AND SPEAKING TUTORING CENTER

The Writing and Speaking Tutoring Center is an important resource for writers at any point in your writing process. The Service offers free one-on-one consultation with experienced tutors.



DIVERSITY STATEMENT

This classroom embraces principles of inclusion, equity, justice, and diversity. Students from any socioeconomic, national, ethnic, and disciplinary traditions are welcome. In an effort to affirm and respect the identities of transgender students in the classroom and beyond, please contact me if you wish to be referred to using a name and/or pronouns other than what is listed in the student directory.

OUR CONTRACT TOGETHER

This syllabus is our contract. By reading it and opting to remain in the class, you are agreeing to the contents therein and are bound to the requirements set for the course. I too am obligated to this contract and will work hard to create a course that helps to improve your skills in engineering communication.

HERE'S TO A GREAT SEMESTER TOGETHER!