PROFESSIONAL ENGINEERING COMMUNICATION

CE 590-653 | Summer 2020 | Online | 3 credits

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.

Note: This course is not intended to provide intensive language study for non-native speakers of English. Students interested in that are advised to speak to their DGP about enrolling in FLE 402.

INSTRUCTOR INFORMATION

Professor: Dr. Meagan Kittle Autry (Dr. KA), Teaching Assistant Professor & Director of Professional Development
Department of Civil, Construction, & Environmental Engineering, N.C. State University

Email: makittle@ncsu.edu
Office phone: 919-515-7948
Office: Mann 420 (until June 30); Fitts Woolard office TBA (July 1—forward)
Office hours: Tuesdays 4-5pm or by appointment; either via Zoom or in-person
I aim to respond to your emails within 48 hours of receiving them, *provided they are written following professional email etiquette.*
TA information: TBA; see Moodle site for contact info & office hours

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.

TECHNOLOGY REQUIREMENTS

Students must have reliable internet access and download Zoom for online office hours and recording a video presentation. Students should also review the minimum technology specifications recommended by Engineering Online.

Student Learning Outcomes

This course is designed to help you communicate effectively as a professional engineer. Our learning outcomes are:

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 profess 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 Prerequisite

Graduate standing in an Engineering program at NC State University or admitted NDS student through Engineering Online.

Required Course Text and Readings

The required course readings will all be posted on our course Moodle site. There is no required physical text book.

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 = B-	60-62 = D-	

All major unit projects must be submitted to successfully pass the course.

ATTENDANCE

Because this course is online, there is no formal attendance policy. However, I recommend you "check in" to the Moodle site to work on class readings and assignments throughout the week, rather than trying to accomplish everything in one block on a single day. This way, if questions arise, there is time to address them prior to the work being due.

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 11:59pm 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

CE 590-653 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.

Pie chart values: 20%, 25%, 30%, 25%
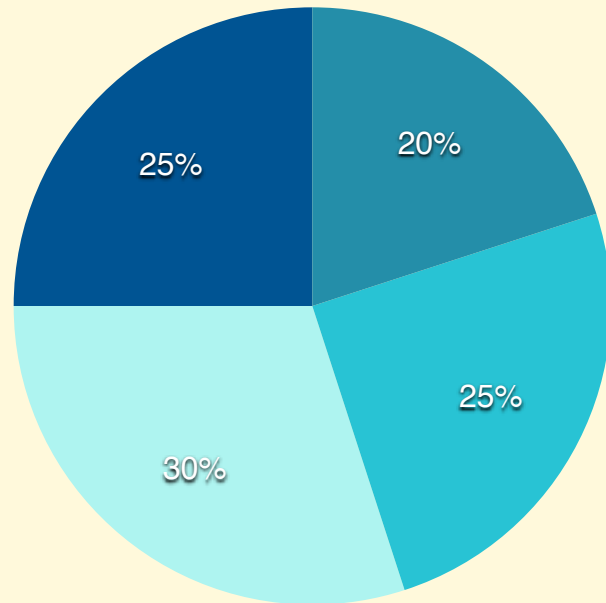
- Homework
- Concept Paper
- Revised Report or Proposal
- Presentation & Slide Deck

COURSE SCHEDULE

Unit 0: Course Introduction
May 13-May 17

Unit 1: Principles of Effective Writing
May 18-May 24: The Writing Process
May 25-May 31: Writing Clearly
June 1-June 7: Visuals and Document Design
June 8-June 13: Revising and Editing
June 14 at 11:59pm: Unit 1 Project - Concept Paper due

Unit 2: Writing Reports and Proposals
June 15-21: Persuasive Communication & Writing Reports
June 22-June 28: Writing Proposals

June 29-July 5: Reviewing Writing
July 6-July 12: Ethics in Writing
July 12 at 11:59pm: Unit 2 Project - Revised Report or Proposal due

Unit 3: Delivering Presentations
July 13-20: Presentation Design
July 21-26: Presentation Delivery
July 27 at 11:59pm: Unit 3 Project - Presentation and Slide Deck due

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

Develop your skills to be a smooth presenter

OTHER SYLLABUS INFORMATION

Academic Integrity

We will uphold the highest standards of academic integrity 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)

Class Eval

NC State's online class evaluations will be available for students to complete during the last two weeks of class. All evaluations are confidential. I will not know who provided what feedback, nor will I receive any of the feedback until well after final grades are submitted. Your time and effort in completing course evaluations is valued and appreciated.

NC State University Policies, Regulations, and Rules

Students are responsible for reviewing the PRRs which pertain to their course rights and responsibilities. These include: http://policies.ncsu.edu/policy/pol-04-25-05 (Equal Opportunity and Non-Discrimination Policy Statement), http://oied.ncsu.edu/oied/policies.php (Office for Institutional Equity and Diversity), http:// policies.ncsu.edu/policy/pol-11- 35-01 (Code of Student Conduct), and http://policies.ncsu.edu/regulation/reg-02-50-03 (Grades and Grade Point Average).

Incomplete Grades

Incomplete grades will be given only under extenuating circumstances, in accordance with NCSU policy as described at the website below. If an extended deadline is not authorized by the instructor or department, an unfinished incomplete grade will automatically change to an F after either (a) the end of the next regular semester in which the student is enrolled (not including summer sessions), or (b) by the end of 12 months if the student is not enrolled, whichever is shorter. Incompletes that change to F will count as an attempted course on transcripts. The burden of fulfilling an incomplete grade is the responsibility of the student. For more details refer to: http://policies.ncsu.edu/regulation/reg02-50-03.

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 summer term together!