

ENGR 520
Technical Writing and Communication
Spring 2024
Course Syllabus

General Information

Instructor: Kendra Day, Ed.D (Kday@chapman.edu) Phone Number: 714.516.5973

Lecture: M/W 2:30 pm – 3:45 pm (PST), Section 01 – Room: Keck 156

Office Hours: M/W/F 8:15 am – 9:00 am (PST) – Keck 130; M/W – 12:30 pm – 2:15 pm (PST) via Zoom or by appointment; or email (I will respond to all emails within 24 hours)

Course Description

Technical writing in the engineering discipline requires graduate students to understand and incorporate information from a plethora of genres, including reports, research papers, proposals/grants, persuasive arguments, and technical memos. This class will offer the concepts and tools needed to effectively convey the intended message both orally and in written format. We will focus on interpreting engineering texts and learn how to become a more effective writer.

Course Learning Outcomes

- Mastery of the IEEE technical writing format.
- Effective use of grammar in oral and written communication.
- Learn how to effectively edit written work
- Write in a concise manner and avoid using passive voice
- Understand the importance of citations and learn how to use them effectively
- Evaluate your work and the work of others in class
- Create a portfolio of all writing assignments

Program Learning Outcomes

The Chapman experience creates outcomes which are consistent with our identity. Similar to the General Education program, each degree program, or major, at Chapman has a unique set of learning outcomes, or student abilities that are not only related to Chapman's institutional mission and goals, but also unique to the student's discipline or field of study. For more information, [Fowler School of Engineering Program Learning Outcomes](#).

Overview

This graduate level course is designed to enhance writing in the technical fields. This class will focus heavily on the technical writing genres (i.e., research/studies, proposals/grants, technical memos, etc.) and will require students to attend lectures and complete assignments. There will be several written assignments, but the instructor will break those assignments into manageable sections allowing students to work on focused areas of the assignment within a designated timeline. Students will be provided a rubric for each written assignment. There will be quizzes based on the readings and

lectures. This course will stress the importance of correct grammatical usage and how to convey thoughts in a concise manner.

Required Text

Kmiec, D. and Longo, B., The IEEE Guide to Writing in the Engineering and Technical Fields (IEEE PCS Professional Engineering Communication Series) 1st Edition.

Course Materials

All course materials will be made available via the course site on [Canvas](#) when possible. Canvas will also be used for submitting assignments, viewing grades, etc.

Course Grade Breakdown

Letter grades in the class will be assigned according to the following breakdown:

<i>Grade</i>	<i>Letter Grade</i>
93+	A
90-92.9	A-
87-89.9	B+
83-86.9	B
80-82.9	B-
77-79.9/73-76.9/70-72.9	C+/C/C-
67-69.9/63-66.9/60-62.9	D+/D/D-
<60	F

Grading:

Participation/Attendance (28 classes at 1 point each)	26 points
Team-Based Learning Assignments (7 at 12 points each)	84 points
Quizzes (4 at 25 points each)	100 points
Assignment (2 at 25 points each).....	50 points
Research Paper Proposal.....	20 points
Research Paper (Final).....	100 points
Portfolio.....	50 points

Participation: 26 points (1 point for 28 classes)

To participate you must attend class. There will be no make-ups or excuses accepted. If you contribute to class discussions, attend Team Based Learning activities, and/or post discussion responses in Canvas, as specified by the instructor, then you will earn your participation point for the day. Participation is worth 26 points and there are 28 classes, so there is potential to earn 2 points extra credit. **(26 points)**

Team-Based Learning (TBL) Activity: 84 points (12 points for 8 TBLs)

Throughout the semester we will have team-based activities that focus on the topic of the week. There will be 8 TBLs during the semester. Each TBL is worth 12 points and you **MUST** attend class to earn these points. There are **NO make-ups** for TBLs as they

are meant to be completed as a team. You will only be graded for 7 TBLs, so if you miss one it will not impact your grade **(84 points)**

Quizzes/Discussion Responses: 100 points (4 @ 25 points each)

The quizzes will take class the first 10 minutes of class on 2/19, 3/11, 4/8, and 4/24. They will include multiple choice, true/false, and short answer responses.

Assignments: 50 points (2 @ 25 points each)

You will have two assignments to submit during the semester. These are individual assignments. Assignment #1 is to write a technical email, like the TBL we did in class. The prompt will be provided. Assignment #2 is to write a grant. More information will be provided in class at least 2 weeks before submission.

Research Proposal: 20 points

Prior to writing your final research paper, each student will submit a written proposal on the topic of their research paper. Each student will conference with the instructor.

Final Research Paper: 100 points

A final paper will be due at the time of your final. The paper will be an individual assignment and will be guided by your proposal. This is a formal paper that requires IEEE formatting. I will provide more information at least 3 weeks prior to due date. Paper may be submitted via Canvas.

Final Portfolio: 50 points

The portfolio is a culmination of all types of technical writing we created in class or as part of an assignment. It may be electronic or in physical form.

Late Policy

As this is a graduate course, no late work will be accepted.

Participation

It is expected that students attend every class.

Exams

There will be four in-class exams, which will be taken on the specified dates (subject to instructor). The final exam will be the research paper. NO MAKEUP EXAMS WILL BE ADMINISTERED.

Assignment Grading

All assignment will be graded by the instructor. Any questions concerning late submission or assignment grade inquiries should be directed to me via email. By all means approach me before or after class to ask questions, but I will request a follow-up email to make sure I don't overlook any action items.

Final Exam Time

Section 01: Tuesday, May 14: 1:30 – 4:00 pm

Collaboration Policy

You have much to learn from your colleagues, and so I encourage you to discuss and study course material together. However, all work you submit for this course must be your own, and must be completed individually unless otherwise specified. More specifically, you may not present source code or programs copied from the Internet, other texts, other students, etc. as your own work. Of course, you are free to use whatever *reference* materials you like, but please cite them in a README turned in with your assignments. A README is a .txt document with a list of all reference materials used to aid in the assignment as well as names of other classmates you collaborated with. I assume you are familiar with Chapman's policy on academic misconduct, it is presented below and any incidents of academic misconduct or dishonesty will be dealt with severely in accordance with this policy.

Expectations and Technology Use

I expect that everyone will maintain a classroom conducive to learning. I like an informal atmosphere, but it must be orderly. Thus, everyone is expected to behave with basic politeness, civility, and respect for others. In particular, talking in class is okay if it's part of a class discussion or with me. Private communications are not permitted, especially during exams. Neither are reading extraneous materials, using electronic equipment off task, or sleeping. As this is a Computer Science class, technology is allowed to aid in learning and understanding material. However, please do not use a personal device for any purpose unrelated to our class. All devices should be silenced. Cell phones should be put away. Suggestions for improvement are welcome at any time. Any concern about the course should be brought first to my attention.

Technology Requirements

You need access to a personal computer (Mac or Windows) for major amounts of time for this course. You need Internet access for this course. You must be able to save word processing files in a .doc or .docx (Microsoft Word) or .pdf format for sharing and submitting files to the instructor. You are expected to have working knowledge and capability with your computer before entering class. Please submit all papers and materials (unless otherwise noted in the course schedule) through Canvas online or via email.

Safety Protocols for On-Campus Instruction:

In response to the current COVID-19 pandemic, Chapman University has developed the CU Safety Back program (CUSBP) and safety measures.

- If exposed, individuals are recommended to mask to reduce the risk of spreading. At the high-risk community level, face coverings are highly recommended on campus, indoors and on university shuttles.
- All faculty, staff and students are required to either submit proof of having all vaccinations and boosters for which they are eligible or to file a personal declination. To be considered up-to-date with vaccinations, individuals must be current with all available boosters as outlined by the CDC including the second booster shot for those 50 years and older.

- Testing is not required to return to campus from a break. The university continues to provide on-campus testing at no cost to Chapman community members.
- Faculty, staff, and students must show evidence of their successful daily health screening to access campus buildings.
- For more information, the University protocols for returning to campus are available here: <https://cusafelyback.chapman.edu/guidelines/>.

Any activity that interferes with the normal operation of the University or infringes on the safety of other members of the University community including obstructing an academic class or lecture, administrative support function or university event will result in removal from class and/or a meeting with the Dean of Students. Engaging in classroom conduct prohibited by the faculty member or in violation of law or University policy is also prohibited.

Chapman University's Academic Integrity Policy

Chapman University is a community of scholars that emphasizes the mutual responsibility of all members to seek knowledge honestly and in good faith. Students are responsible for doing their own work and academic dishonesty of any kind will be subject to sanction by the instructor/administrator and referral to the university Academic Integrity Committee, which may impose additional sanctions including expulsion. Please see the full description of Chapman University's policy on [Academic Integrity](#).

Chapman University's Students with Disabilities Policy

In compliance with ADA guidelines, students who have any condition, either permanent or temporary, that might affect their ability to perform in this class are encouraged to contact the Office of Disability Services. If you will need to utilize your approved accommodations in this class, please follow the proper notification procedure for informing your professor(s). This notification process must occur more than a week before any accommodation can be utilized. Please contact [Disability Services](#) at (714) 516-4520 if you have questions regarding this procedure or for information or to make an appointment to discuss and/or request potential accommodations based on documentation of your disability. Once formal approval of your need for an accommodation has been granted, you are encouraged to talk with your professor(s) about your accommodation options. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of the course.

Chapman University's Equity and Diversity Policy

Chapman University is committed to ensuring equality and valuing diversity. Students and professors are reminded to show respect at all times as outlined in Chapman's Harassment and Discrimination Policy. Please review the full description of [Harassment and Discrimination Policy](#). Any violations of this policy should be discussed with the professor, the Dean of Students and/or otherwise reported in accordance with this policy."

Student Support at Chapman University

Over the course of the semester, you may experience a range of challenges that interfere with your learning, such as problems with friend, family, and or significant other relationships; substance use; concerns about personal adequacy; feeling overwhelmed; or feeling sad or anxious without knowing why. These mental health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. You can learn more about the resources available through Chapman University's [Student Psychological Counseling Services](#).

Fostering a community of care that supports the success of students is essential to the values of Chapman University. Occasionally, you may come across a student whose personal behavior concerns or worries you, either for the student's well-being or yours. In these instances, you are encouraged to contact the Chapman University [Student Concern Intervention Team](#) who can respond to these concerns and offer assistance. While it is preferred that you include your contact information so this team can follow up with you, you can submit a report anonymously. 24-hour emergency help is also available through Public Safety at 714-997-6763.

Religious Accommodation

Religious Accommodation at Chapman University Consistent with our commitment of creating an academic community that is respectful of and welcoming to persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to fulfill their obligations to the university without jeopardizing the fulfillment of their sincerely held religious obligations. Please review the syllabus early in the semester and consult with your faculty member promptly regarding any possible conflicts with major religious holidays, being as specific as possible regarding when those holidays are scheduled in advance and where those holidays constitute the fulfillment of your sincerely held religious beliefs.

Changes

This syllabus is subject to change only under extenuating circumstances. Updates will be posted on the course website.