

ECE 4830

ENGINEERING COMMUNICATIONS I

FALL 2016

INSTRUCTOR	Jolynne Berrett 435.213.1239 jo.berrett@usu.edu Office: EL 254
TEXTBOOK	There is no textbook for this class. Instead, individual readings are linked in our Canvas course.
EXPECTATIONS	<p>Students take ECE 4830 concurrently with ECE 4820. This course is designed to support the communication functions engineering students perform while completing their capstone assignments. These assignments include a written proposal, an oral design review (presentation), a project poster presentation, and a project report. Students will also participate in peer reviews — a common workplace practice.</p> <p>By the end of the semester, students should be able to demonstrate these course outcomes:</p> <ul style="list-style-type: none">• Produce common engineering documents• Write effective engineering prose• Construct and incorporate tables and graphics into documents• Prepare and deliver presentations• Design convincing and usable documents• Review the work of others
CANVAS	We will be using Canvas as an online resource and for submitting papers. You can log in to Canvas at http://usu.instructure.com . Your username is your A#, and your password is your global password (the same one you use for Banner or Aggiemail).

COURSE ACTIVITIES

READINGS	You will need to keep up with the reading in this class, as we will be moving quickly through the assignments. If necessary, I will begin giving pop quizzes to ensure that the reading is done.
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EXPECTATIONS

You are responsible for your own learning and success. It is, therefore, important that you

- Read the course syllabus and assignment schedule thoroughly and regularly.
- Read the assignment descriptions carefully, critically, and often.
- Participate in class discussions and activities.
- Complete all assignments on time.
- Participate in peer reviews.

Furthermore, as a member of a community of writers, you play an important role in creating a productive and positive learning environment. Being a good community member means showing courtesy and respect to your classmates and the instructor, asking for assistance when needed, being prepared each class period to participate, and working to solve problems if they arise.

As the course title says, this is a writing class. That means that there will be a substantial amount of writing involved. We will work individually to produce several kinds of professional documents. We will simulate a professional environment as much as possible.

Important: You must complete every assignment to pass the course.

COURSE POLICIES

ATTENDANCE

I consider your enrollment in this section to be a commitment to participate in all course activities.

CHANGES

I reserve the right to change the course, schedule, and this syllabus as needed. No change will result in additional work for you.

**FEEDBACK/
COMMUNICATION**

I will contact individual students via my campus email: jo.berrett@usu.edu. My office is located on the top floor of the Ray B. West building, in room 416. I would love to meet with you if you have questions or concerns (or if you just want to chat).

I welcome all feedback on the course, as well as any questions that you may have. I promise to respond to email *within two weekdays* (Monday – Friday), although I usually reply within a few hours. Email is by far the quickest way to reach me, as I check it frequently. I am often in class and cannot answer

the phone, so please do not feel offended if I am not available when you call. Please just leave a message and I will get back to you as soon as I can.

LATE WORK

Please be aware that each assignment has a deadline. These deadlines are in place to ensure that your work does not pile up at the end of the semester, which would impact your other courses' exams negatively. The deadlines also ensure that I have time to give you appropriate feedback, with time left for revision. Revision is a crucial part of the writing process. If you feel that you cannot meet the deadlines for this class, please take it another semester when you can devote adequate time to your work.

That said, life has a way of chipping away at everyone's schedule. If you must turn your work in late, be aware that I will deduct 10% of the highest possible score for EVERY DAY that the work is late. This policy is far more lenient than those of other instructors; therefore, there will be no exceptions. There are enough assignments in this course that a single paper that is a day or two late probably won't affect your grade. On the other hand, multiple late assignments will have a cumulative negative effect.

If you experience a legitimate emergency (according to my standards) that will prevent you from completing required coursework on time, I expect you to communicate with me at the earliest reasonable opportunity. Please state the nature of the emergency and when you expect to turn in the coursework.

UNIVERSITY POLICIES

DISABILITIES

Students with ADA-documented impairments may be eligible for reasonable accommodations. Veterans may also be eligible for services. Accommodations are coordinated through DRC in Room 101 of the University Inn, 7-2444 voice, 7-0740 TTY, or toll free at 1-800-259-2966. Please contact DRC as early as possible. Alternate format materials (Braille, large print or digital) are available with advance notice.

**ACADEMIC
INTEGRITY
POLICY**

The department is committed to the highest standards of ethical conduct and academic excellence. Any student found guilty of plagiarism, fabrication, cheating on exams or purchasing of papers or other assignments will receive a failing grade in the course.

“Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University student.” Students who violate university rules on academic integrity are subject to disciplinary penalties. Academic dishonesty/ misconduct shall include, but not be limited to, disruption of classes, threatening the instructor or a fellow student in an academic setting, giving or receiving of unauthorized aid on examinations or in the preparation of

reports, notebooks or other assignments, knowingly misrepresenting the source of any academic work and/or plagiarizing of another's work, or otherwise acting dishonestly for the purpose of obtaining/changing grades. For more detail information on academic honesty policies, please see STC's Ethical Principles for Technical Communicators at <http://stc.org/ethical.asp> and the US policy on plagiarism and its consequences on pg. 20 of the undergraduate catalog.

PLAGIARISM

Plagiarism includes knowingly “representing, by paraphrase or direct quotation, the published or unpublished work of another person as one’s own in any academic exercise or activity without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials” (Code of Policies and Procedures for Students, Article V, Section 3A.1). The penalties for plagiarism are severe. They include “#1) warning or reprimand and #2) grade adjustment” (see: Article VI, Section 1A): Other penalties may also be imposed at the Dean’s discretion. These include probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees.

SEXUAL HARRASSMENT

Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative Action/Equal Opportunity Office, located in Old Main, Room 161, or call the office at 797-1266.

GRADING

For all assignments, I will provide you with an overview of the assignment and an explanation of minimum requirements or expectations for your work. If you complete the minimum requirements for each assignment, your work will receive at least a C. To earn a higher grade, your assignment must exhibit qualities above and beyond the minimum requirements. My evaluative comments on the assignment will discuss if and how your work exceeds the minimum requirements. The following explains the meaning behind the grades I will put on your assignments:

- **C range:** You did what the assignment asked of you. Work in this range tends to need some revision, but it is complete in content and the organization is logical. The style and visual design are straightforward but unremarkable.
- **B range:** You did what the assignment asked of you at a high quality level. Work in this range needs little revision, is complete in content, is organized well, and shows special attention to style and visual design.

- **A range:** You did what the assignment asked of you at a high quality level, and your work shows originality and creativity. Work in this range demonstrates all the qualities listed above for a B, but it also demonstrates that you took extra steps to be original and creative in developing content, solving a problem, or developing a verbal style or visual design.

Assignment	Points Possible
Brainstorming Worksheets	25
Elevator Pitch	25
Audience Grid	25
System Diagram draft	25
Specification	150
Proposal	150
Design Review Slides	75
Design Review Poster	75
Design Review Presentation	75
Participation/Attendance	50
Total Points	675

Your grade will be calculated using the following scale:

Grade	Percentage
A	100-93%
A-	92-90%
B+	89-87%
B	86-83%
B-	82-80%
C+	79-77%
C	76-73%
C-	72-70%

