ENC 3246: PROFESSIONAL COMMUNICATION FOR ENGINEERS – Honors

Fall 2017 - Section 1527
T Periods 2-3 / R Period 3   **Matherly 113**

Instructor   Student Assistant
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COURSE DESCRIPTION

This course has been expressly designed for engineering students in order to equip you for speaking and writing assignments during your undergraduate coursework and in your future careers in the field of engineering. You will learn valuable techniques and tools that will enable you to become effective communicators of technical material, capable of organizing and expressing your ideas to satisfy the demands of both general and specialist audiences.

Throughout the semester, you will learn how to make your writing clearer and more concise and your ideas more coherent. You will also learn to apply the more important grammatical rules. Your writing and speaking assignments will mirror actual tasks awaiting you both in school and in the engineering field. In the process, you will learn how to become a critical evaluator of your own communication skills by commenting on and evaluating the spoken and written work of your peers in class.

This course counts as a 6,000 word University writing (W) class and fulfills the University's General Education Composition (C) requirement, provided you earn a grade of "C" or higher for the class.

OUTCOMES

In ENC 3246, students will learn to
- plan, draft, revise, and edit documents for use in professional settings
- adapt writing to different audiences, purposes, and contexts
- synthesize and report on the
- professional and technical literature in the field
- write in a clear, coherent, and direct style appropriate for applicable professions
- understand and employ the various forms of professional writing, including proposals, progress
- reports, research and lab reports, and professional correspondence
- avoid plagiarism

REQUIRED TEXTS
Mike Markel. Technical Communication, UF edition, Bedford/St. Martins, 2018 (available via UF All Access).

REQUIREMENTS AND GRADING
Course grades have two components. To receive Writing Requirement credit, a student must receive a grade of C or higher and a satisfactory completion of the writing component of the course. UWP policy further stipulates that to receive a C or higher in the course, the Writing Requirement must be met.

Attendance
The University Writing Program has a strict attendance policy: for every three classes you miss without a documented excuse, you will get half a letter grade (5%) deducted from your final grade. The reason for this policy is simple: unlike some of your classes, this is a skills-based course. In other words, practice makes all the difference to writing and speaking skills; the more you write, or speak in public, the better you become at these tasks. Consequently, the effects of this course are cumulative and frequent absences will affect your progress and success dramatically. Even if you have an excused absence, you should make every attempt to turn assignments in on time.

Students coming to class more than 15 minutes late will be counted absent for the day.

STUDENTS SHOULD BRING CURRENT ASSIGNMENTS/PROJECTS TO EACH CLASS, READY TO WORK. ON THE DAYS THAT WE WRITE IN CLASS, YOU ARE EXPECTED TO WORK FOR THE ENTIRE CLASS PERIOD.

Assignments
During this course, you'll discover that revisions count. Rough drafts are all about working out the "meat" of your assignments: selecting, organizing, and sequencing your material, while final drafts are all about making your writing clear, concise, and highly readable. Consequently, participating in peer critiques of your drafts and conferencing with the instructor on drafts will affect the final grade on assignments. Failure to participate in peer evaluations will result in a 10 point deduction on your grade for any writing assignment. Your primary writing assignments include a résumé and an application letter, an annotated bibliography and research report, and a final team proposal. The primary speaking assignments include the introductory speech, a mock interview, and the team presentation.

Grading

Writing Assignments (650 pts)	Value
Memorandum and E-mail revision	50
Résumé and App. Letter	100
Annotated Bibliography	150
Research Report	100
Progress Report	50
Proposal Draft	50
Final Proposal	150
Speech Assignments (350 pts)	
Introductory Speech	50
Interview	100
Team Presentation	100
Peer Evaluation	25
Team Assessment	25
Class Participation	50
Total	1000

1000 points available: 930-1000 = A; 900-929= A-; 870-899 = B+; 830-869 = B;
800-829= B-; 770-799 = C+; 730-769= C; 700-729 = C-; 650-699 = D+; 600-649 = D; <600 = E

SCHEDULE OF CLASSES AND ASSIGNMENTS
NOTE: This schedule is a rough outline and will be followed as closely as possible. Exact due dates of all assigned work will always be announced in class and posted in Canvas Assignments.
Week 1
- Introduction to course.

Week 2
- Effective Writing in Engineering. Memoranda and email. Oral Communication Skills. Assignment: complete memorandum and email revisions.
- Memo and Email assignments due. Elevator Speeches: Introducing Yourself in 2 Minutes. Practice elevator speeches with classmates.

Week 3
- Elevator speeches. Tips for finding an internship. Assignment: Begin looking for an internship or research opportunity you are qualified for. Check Graduating Engineer Online and other links for possibilities.
- Resumes and letters of application. Assignment: Draft a resume; bring the resume and the position announcement to class on Tuesday.

Week 4
- Due: resume draft and job/internship announcement. Resume workshop/conferences with instructor. Assignment: Complete resume and letter drafts for peer review.
- In class: Peer Review of letter and resume.

Week 5
- • Interview Skills.
- • Adapting to different interview styles and using interview etiquette. Sign up for interview time.
- • Resume and letter conferences. Assignment: Finalize resume and letter (bring 4 sets of announcement, letter, and resume to class on Tuesday)

Week 6
- • Resume and letter due (Four sets of announcement, letter, and resume required). Lecture: Introduction of Proposal Assignment. Organizing the proposal project. Annotated Bibiliography assignment. Team assignments; teams meet to exchange contact information.
- • Interviews. Attend only for time block you signed up for. To receive video of interview, write thank you email to Alex.

Week 7
- • Interviews. Attend only for time block you signed up for. To receive video of interview, write thank you email to Alex.

Week 8
- • Due: Interview self evaluation. Using IEEE format correctly. In-depth discussion of RFP. Teams meet. Teams determine member roles. Formulate goals for proposal.
- • Library Workshop. Class will be held in Marston Science Library. Engineering Librarian will conduct the workshop. Assignment: Continue research and collect sources for annotated bibliography.

Week 9
- • Writing the research report. Using visuals correctly. Assignment: Continue work on bibliography. Teams meet.
- • Annotated Bibliography Due. Teams meet.

Weeks 10-11
- • Document design and the use of graphics. Structure of the Proposal. Assignment: research report due.
- • Due: Research report. Writing Progress Reports. Teams meet. Assignment: Team members draft sections. Team leaders write up "past projects" and begin compiling resumes.

Week 12
- • Due: Draft proposal sections and past projects. Global revisions: Paragraph and Report Coherence. Teams meet to review work. Members finalize drafts of proposal sections. Team leaders begin drafting introduction and conclusion. Team leaders and members begin to assemble proposal (cover page, front matter, appendices, etc.)
- • Lecture: Effective Strategies for Team Presentations. Handling the Question and Answer part of the presentation. Sign up for presentation and practice dates. Assignment: Draft of proposal sections and past projects due next class.

Week 13
- • Due: Revised proposal sections to team leader (or at earlier date if requested). Due: Progress Reports from all students (paper copy). Writing Letters of Transmittal. Teams meet to review proposals. Finalize written proposal.
- • Due: Final Proposals. Teams meet to plan presentations.

Week 14
- • Teams practice presentations at scheduled time.

Week 15
- • Presentations

Week 16
- • Announcement of winning proposal/presentation. Proposal and presentation grades returned.

COURSE AND UNIVERSITY POLICIES

Academic Honesty

As a University of Florida student, your performance is governed by the UF Student Honor Code, (https://catalog.ufl.edu/ugrad/current/advising/info/student-honor-code.aspx). The Honor Code requires Florida students to neither give nor receive unauthorized aid in completing all assignments. Violations include cheating, plagiarism, bribery, and misrepresentation, all defined in detail at the above site.

Plagiarism

Plagiarism is a serious violation of the Student Honor Code. The Honor Code prohibits and defines plagiarism as follows: Plagiarism. A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to: 1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution. 2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student. (University of Florida, Student Honor Code, 8, October, 2013) University of Florida students are responsible for reading, understanding, and abiding by the entire Student Honor Code. The University Writing Program takes plagiarism very seriously, and treats instances of plagiarism as dishonesty and as a failure to comply with the scholarly requirements of this course. You commit plagiarism when you present the ideas or words of someone else as your own.

Important tip: There should never be a time when you copy and paste something from the Internet and don't provide the exact location and citation information for the source. If a student plagiarizes all or any part of any assignment, he or she will be awarded a failing grade on the assignment. Additionally, instructors may impose a course grade penalty and report any incident of academic dishonesty to the Office of the Dean of Students. Each student's work may be tested for its originality against a wide variety of databases by anti-plagiarism sites to which the University subscribes, and negative reports from such sites may constitute proof of plagiarism. Other forms of academic dishonesty will also result in a failing grade on the assignment as a minimum penalty. Examples include cheating on a quiz or citing phony sources or quotations.

General Education Learning Outcomes: (C) and (WR) University Writing Requirement

The University Writing Requirement (WR) ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning. Course grades now have two components. To receive University Writing Requirement (WR) credit (E6), a student must earn a course grade of C or higher and assignments must meet minimum word requirements totaling at least 6000 words. Thus, to earn WR-E6 credit, students must complete all the major writing assignments. The instructor will evaluate and

provide feedback on the student's written assignments with respect to content, organization and coherence, argument and support, style, clarity, grammar, punctuation, and mechanics. Conferring credit for the University Writing Requirement, this course requires that papers conform to the following assessment rubric. More specific rubrics and guidelines applicable to individual assignments may be delivered during the course of the semester.

Classroom Conduct
Much of this class is discussion-based, so it is vital that we show respect for each other's views. Students are required to turn cell to silent ring or vibration. Ringing phones and text messaging are an unprofessional disruption. Students who are texting during class may be asked to leave and counted absent for that day.

Due Dates, Make-up Policy, and In-Class Work
Papers and drafts are due at the beginning of class or online at the assigned deadline. Late papers will not be accepted. Failure of technology is not an excuse. If illness or injury prevents a student from turning in a paper on time, the student should consult with the instructor to turn in the work as soon as is feasible given the situation

Readings
Reading assignments typically appear in the syllabus on the day they are due. Students should have completed these readings before coming to class that day.

Conferences and Writing Studio
Students are encouraged to use the instructor's office hours if there are questions about progress in the course, work underway, or any other course-related concerns. If there is a conflict with the posted office hours, please contact the instructor to schedule a better time. Having conferences on assignments is often the best way to improve the quality of final drafts. The Writing Studio also offers one-on-one assistance on writing projects and is available to students of all levels.

Evaluations
Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu.

Students with Disabilities
The University of Florida complies with the Americans with Disabilities Act. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.