



## **SYLLABUS: EGR 3350 TECHNICAL COMMUNICATIONS FOR ENGINEERS**

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### **COURSE DESCRIPTION**

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Engineering 3350 is a study of specialized communications in which you will read and write about a variety of subjects for a professional audience. The course is built around assignments and projects designed to help you develop the fundamental component skills of technical writing with an emphasis on sensible, real-world problem solving as well as general grammar and writing mechanics.

IMPORTANT NOTE: This is an online course with clear deadlines for all assignments; as long as you are attentive to these deadlines, you may work at your own pace. I am available via email and office hours as well as by appointment for personal consultation. Needless to say, accessing and using computer technology on a regular basis is a crucial requirement for the course. If you do not own a computer at home, make use of the computer labs on campus.

You may email me with questions at any time. I always answer within 24 hours, usually sooner, on the condition that emails are written in complete sentences and free of mechanical errors. Please to not email me in Textspeak. This is a college writing course. Make sure your queries are polished and professional and I will promptly address your concerns. Even better than email: visit me in my office to discuss matters in person. I want to see everybody excel and I'm here as a resource, but too frequently, students in my online courses don't contact me when they encounter difficulties. Students who do make an effort to connect with me, however, invariably get better grades.

### **TEXTBOOK**

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Finkelstein, Leo. *Pocket Book of Technical Writing*. Third Edition. New York: McGraw Hill, 2008.

### **COURSE OBJECTIVES**

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After taking this course, students should be able to: [1] produce technical documents that use tools commonly employed by engineering and computer science professionals; [2] communicate effectively in a professional context, using appropriate rhetorical approaches for technical documents, adhering to required templates, and complying with constraints on document format;

[3] adapt content and rhetorical strategies according to the audience and purpose for each document; [4] select appropriate, credible sources to support the claims, findings or recommendations made in technical documents; [5] incorporate ideas from source material, including images and figures; [6] create and deliver technical briefings tailored to specific audiences, purposes and media; [7] explain ethical considerations applicable to technical communication in engineering and computer sciences.

## **INTEGRATED WRITING OUTCOMES**

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EGR 3350 has been designated as both a Core course and an Integrated Writing (IW) course in the major for engineering and computer science students. If taken as a Core course, EGR 3350 *cannot* be used for IW credit. If taken as an elective in addition to the Core composition courses, however, it may be used for IW credit.

Engineering 3350 is part of Element 1 of the Wright State University Core. After taking the course, students should be able to: [1] adapt rhetorical processes and strategies for audience, purpose and type of task; [2] organize and produce texts that meet the demands of specific genres, purposes, audiences and stances; [3] employ appropriate mechanics, usage, grammar and spelling conventions; [4] find, analyze, evaluate, summarize and synthesize appropriate source material from both print and electronic environments; [5] present focused, logical arguments that support a thesis; [6] use reliable and varied evidence to support claims, incorporate ideas from sources appropriately, and acknowledge and document the work of others appropriately; [7] use electronic environments to draft, revise, edit and share or publish texts.

## **ASSIGNMENTS & GRADING**

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There will be a variety of writing assignments in the course, including short essays, analyses, summaries, questionnaires and reflections. Every **Friday at 9 a.m.**, an assignment is due. Course grades are based upon a points system. Major assignments are worth 100 points; minor assignments are worth 50 points.

All writing will be graded on content as well as proper grammar and syntax. Format your work according to **APA Style**, double-spacing texts, using 12 Times New Roman font, and configuring 1-inch margins. Always revise and polish your work carefully before submitting it.

Specific instructions for all assignments are located on **Pilot**. They must be submitted on their respective due dates and times as **.doc**, **.docx**, **.rtf** or **.pdf** files. After completing whatever task has been put to you, go to the **Dropbox** and upload the file accordingly.

When appropriate, only include images and figures that support the message of your document. Images and figures must be introduced in the text before they appear. Moreover, each image or figure should be named (e.g., Figure 1, Image 1, Table 1, Equation 1, etc.) as well as include a descriptive caption and a source. If you created the image or figure yourself, list the source as "Author."

You are responsible for monitoring the upload of every assignment you submit. Assignments submitted after their due dates have elapsed (whether it be one day, ten days, or one minute) will not be accepted. All due dates are available from the beginning to the end of the course on **Pilot** so that you can organize and manage your time. Never wait until the last minute to submit work in case of computer glitches or other issues that might crop up. Always provide yourself with enough time to upload your work.

As I grade your work, **Pilot** tallies the points so that you may gauge your performance in the course at any time during the semester. At the end of the semester, points will be converted to percentages, and percentages will be converted to letter grades. Here is the grading rubric:

90.0-100%	A
80.0-89.9%	B
70.0-79.9%	C
60.0-69.9%	D
0-59.9%	F

**IMPORTANT NOTE:** There will be weeks where your workload is heavier than others. On weeks with lighter workloads, you are encouraged to read and write ahead. Plan accordingly by studying the entire schedule for the semester and always knowing what is on the horizon. This is a crucial aspect of any online class.

### **PLAGIARISM & ETIQUETTE**

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Plagiarism occurs when a writer: [1] copies verbatim from an author without quotation or attempts to disguise the act by selective omissions or alterations; [2] paraphrases from an author without naming the source in the text of the paper or providing a list of references at the end; [3] turns in a paper written by somebody else. As a point of academic integrity, you are required to submit original material of your own creation. Plagiarism of any material is a serious offense and, if established with sufficient evidence, can result in failure of the course or dismissal from the university.

Under no circumstances should parents or guardians of students contact me with questions or concerns regarding a student's performance or the course itself. Such matters are confidential and protected by university policy. Parents and guardians need to contact the Wright State University administration with questions or concerns. Students, however, may contact me freely and are encouraged to do so.

### **STUDENT SUCCESS CENTER (SSC)**

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The Student Success Center offers FREE services to help students meet their full potential. Students can find tutoring in any subject, study buddies, one-on-one technology workshops, feedback on writing assignments, and general academic skills coaching. Location: **182 Andrews**. Phone: **419.586.0326**. Web: [www.wright.edu/lake/ssc](http://www.wright.edu/lake/ssc).

Students who use the SSC for help on their writing assignments will be given 10 extra credit points for each visit. You may visit the SSC as many times as you like. At the end of the semester, I will tally and add all extra credit points to your final grade. In order to receive extra credit points, you must turn in all assignments for the course. Call, go to the website, or visit the SSC to make an appointment. If you are a student at the Dayton Campus, you may acquire the same extra credit points by using the SSC in Dunbar Library.

### **OFFICE OF DISABILITIES SERVICES (ODS)**

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If a student has a disability that will require special accommodations, it is essential that he or she discuss it with the instructor and the Office of Disability Services before or during the first

week of the semester. ODS will work with these students on an individual basis to determine what services, equipment, and accommodations would be appropriate regarding their documented needs. Students who qualify for these types of service should initiate contact with the instructor and/or ODS as soon as possible to enable the university to meet their needs. Please call Deanna Springer at **419.586.0366** or email her at **deanna.springer@wright.edu**. For more information, visit the ODS in **182 Andrews**.

## CLASS CALENDAR

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This schedule includes assignments only. All readings are specified in the modules for the course and on **Pilot**.

Week	Schedule
1	Preface 1: Introduction 2: Ethical Considerations 3: Technical Definition 15: Visuals <b>Due:</b> Summaries
2	13: Grammar, Style, and Punctuation <b>Due:</b> Short Essay
3	4: Description of a Mechanism <b>Due:</b> Mechanism Description
4	12: Abstracts and Summaries <b>Due:</b> Descriptive Abstract
5	5: Description of a Process <b>Due:</b> Process Description
6	7: Progress Reports <b>Due:</b> Progress Report
7	16: Electronic Publishing <b>Due:</b> Personal Reflection
8	18: Business Communications <b>Due:</b> Summary
9	<b>Due:</b> Formal Memo
10	11: Research Reports <b>Due:</b> Research Scavenger Hunt
11	14: Documentation <b>Due:</b> Bibliographic Entries

- 12 19: Resumes, Cover Letters, and Interviews  
**Due:** Cover Letter
- 13 **Due:** Resume
- 14 17: Presentations and Briefings  
**Due:** Summary
- 15 **Due:** Final Presentation