

ENGINEERING COMMUNICATION 301

Syllabus Fall 2017



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Course Communication

The instructors will communicate to the class via D2L announcements and the course listserv.

Course Objectives

Upon completion of the course, the student will be able to do the following:

1. Prepare and deliver effective oral presentations
2. Write clear, concise and coherent reports and proposals
3. Pursue career opportunities with effective resume and interviewing skills
4. Work more effectively in teams
5. Deliver strong, clear arguments
6. Understand communication functions/theory

Course Text and Supplemental Readings

All readings will be located on D2L or hyperlinked when available.

Class Preparation and Policies

Students are expected to arrive on time and have completed any assignment due for that day. Students may not leave class early without consultation with the instructor.

To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.). Laptops and tablets are permitted for class related activities only. Non-class related activities, such as social media, web browser, etc, are not permitted. Failure to comply will result in the of lost participation points (1st offense 10 points, 2nd offense 25 points, 3rd offense 50 points).

Cell phones and texting are not permitted during class and should be put away. Cell phones may be accessed during the break or in cases of emergency. Students are asked to refrain from disruptive conversations with people sitting around them during lecture. Students observed engaging in disruptive activity will be asked to cease this behavior. Those who continue to disrupt the class will be asked to leave lecture or discussion and may be reported to the Dean of Students

Late Assignments

Late work will be penalized 10% of the total grade per day it is late (e.g., 20% would be deducted from an assignment due on Tuesday and submitted on Thursday).

*Please note: You will not be penalized for **official** problems with D2L. In the past, official problems with D2L have been infrequent. **However, individual computer and/or Internet problems are not an acceptable excuse for turning in assignments late.** To avoid potential issues, be sure to (a) complete assignments in advance of the due date/time and (b) have a back-up plan to gain access to an Internet-enabled computer (such as through the ILC on campus or a public library) in the event of a problem.*

Code of Academic Integrity

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: <http://deanofstudents.arizona.edu/codeofacademicintegrity>
<http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity>.

The University Libraries have some excellent tips for avoiding plagiarism, available at <http://www.library.arizona.edu/help/tutorials/plagiarism/index.html>.

Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor's express written consent. Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.

Threatening Behavior Policy

The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See <http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>.

Accessibility and Accommodations

Our goal in this classroom is that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact the Disability Resource Center (520-621-3268) to establish reasonable accommodations. For additional information on the Disability Resource Center and reasonable accommodations, please visit <http://drc.arizona.edu>.

If you have reasonable accommodations, please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

Please be aware that the accessible table and chairs in this room should remain available for students who find that standard classroom seating is not usable.

Class Attendance

Participating in the course and attending lectures and other course events are vital to the learning process. As such, attendance is required at all lectures and discussion section meetings. Students who miss class due to illness or emergency are required to bring documentation from their health-care provider or other relevant, professional third parties. Failure to submit third-party documentation will result in unexcused absences. A course absence form is available on D2L to notify the instructors of any absences.

Unexcused absences and late arrivals will result in reductions to participation points for the day. Quizzes or in-class exercises that receive credit may not be made up.

All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion. Absences pre-approved by the UA Dean of Students (or Dean's designee) will be honored. The instructor should be notified **in advance** of excused absences.

- The UA's policy concerning Class Attendance, Participation, and Administrative Drops is available at: <http://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop>
- The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable, <http://policy.arizona.edu/human-resources/religious-accommodation-policy>.
- Absences pre-approved by the UA Dean of Students (or Dean Designee) will be honored. See: <https://deanofstudents.arizona.edu/absences>

Grading Scale and Policies

Grades will be earned based on a 1000 point scale (see next page). Grades will be assigned based on total points earned / total points. 90% or greater for an A, 80% or better for a B, etc.

Students who do not attend class or quit attending class and do not officially withdraw from the course will receive an E for the final grade.

Must be submitted in writing no sooner than 24 hours after being posted and within a week of being posted. In person verbal appeals in class will not be accepted. Grades can no longer be appealed after 8 days from being posted and are considered final.

Note: information contained in the course syllabus, other than the grade policies, may be subject to change with reasonable advanced notice, as deemed appropriate by the instructor.

Grading Values

Presentations

Informative Presentation	50
Technical Presentation	50
Group Presentation (individual assessment)	50
Group Presentation (overall assessment)	50
Sub-total	200

Labs/Online Discussions

Week 2-4 Writing Assignments (20 each)	80
Resume & Cover Letter (20 each)	40
Technical Memo	40
Informative Speech Outline	20
Peer Critiques (5 points each)	20
Self Reflection	20
Technical Report	80
Technical Speech Outline	20
Peer Critiques (5 points each)	20
Self Reflection	20
Online Discussions	40
Group Project Status Memo (10 each)	20
Group Project Peer Review Assessment	30
Sub-total	450

Testing

Writing Exam	100
Midterm Exam	100
Cumulative Final Exam	100
Sub-total	300

Total Points	1000
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Course Calendar

Course Objective Key: Professionalism (Prof), Public Speaking (PS), Technical Writing (TW), Teamwork (Team)

<i>Week 1</i>	August 20 - 26	Interpersonal Communication (Team)
<i>Week 2</i>	August 27 – September 2	Introduction to Writing (TW)
<i>Week 3</i>	September 3 - 9	Career Development (Prof)
<i>Week 4</i>	September 10 - 16	Presentations (PS)
<i>Week 5</i>	September 17 - 23	Visual Aids (PS)
<i>Week 6</i>	September 24 – 30	Writing Exam
<i>Week 7</i>	October 1 - 7	Project Management (Team)
<i>Week 8</i>	October 8 - 14	Informative Presentations
<i>Week 9</i>	October 15 - 21	Technical Writing (TW)
<i>Week 10</i>	October 22- 28	Midterm Exam
<i>Week 11</i>	October 29 – November 4	Leadership (Team)
<i>Week 12</i>	November 5 - 11	Technical Presentations
<i>Week 13</i>	November 12-18	Conflict Management (Team) & Group Work (Team)
<i>Week 14</i>	November 19-25	Group Work (Team)
<i>Week 15</i>	November 26 – December 2	Final Presentations
<i>Week 16</i>	December 3 – 9	Group Project Debrief & Course Wrap-up
<i>Final Exam</i>	December 14	Due by 8pm