Instructor: Dr. Russ J. Andaloro

Office Hours: Monday 1:00 pm to 2:00 pm
Also by Appointment

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Required Text: Practice of Organizational Communication
Mary Brown and Michael Dues - McGraw Hill - 2010

CE 301 Engineering Communications (2 units)

Catalog Description: Elements of written and oral communications for engineers including technical writing skills for proposal and report preparation, delivery techniques for oral presentations, and the effective use of audio/visual aids.

Course Objectives:

The general purpose of this course is to help you develop communication skills that are essential to functioning effectively as a professional engineer.
Specifically, after successfully completing this course, you will be able to:

- Prepare and deliver effective oral presentations to groups.
- Write clear, concise professional reports and other documents.
- Work effectively as a team member in making group decisions, working on projects and developing proposals (including planning, accountability, and meeting facilitation).

EXAMS

There will be a midterm exam and a final exam. The exams and quizzes will be primarily composed of short answer and/or multiple-choice questions.

The Exams will cover material presented in the readings, lectures, and class activities.

MAJOR ASSIGNMENTS

There will be three major assignments this semester. They will include the following:

- Two case study class assignments
- A writing assignment
- A major group project based on presenting a professional proposal in written and oral formats
MAJOR INDIVIDUAL ASSIGNMENTS

Case Study Assignments

These two assignments will be based on a case study and supporting video presented to the class. One assignment will cover Listening Skills and the other Conflict.

Students will apply the concepts covered in lecture and the text to the particular circumstances and situations of the case study.

Writing Assignment: A written report informing the reader specifics of a particular subject.

The subject of this assignment will be based on a technical topic, which the instructor will provide. This will be a short briefing paper or memorandum, based upon material provided by the instructor.

Your task will be to digest and summarize that information and present it in written form. Please aim for a professional level of presentation in completeness of your information, in the quality of your writing, and in the overall appearance of your paper. Your writing must be clear and concise, and your information accurate. Reports must be typed, double spaced and a maximum of three pages.

Peer review

You will be required to review a written report written by one of your group team mates: In business, public service organizations and in most work places written documents are typically reviewed by a supervisor.

Each class member must review and approve the report of another team member it will be your job to do genuine quality control. If there are any serious flaws in the written assignment, point them out, and suggest how to improve.

MAJOR TEAM ASSIGNMENT:

You will be assigned to a team the week of October 15th. You will work with this team on all aspects of your major team assignment. As a team you are responsible for a major group project that will require the conducting of planning meetings, the development of an action plan, the development of a proposal, a class presentation and a final report.

Conduct A NGT (Nominal Group Technique) Style Meeting.

The purpose of a NGT meeting is to generate and prioritize ideas for your major group project. Each team will conduct a Nominal Group Technique (NGT) meeting the week of October 22nd. This meeting will serve as planning session to prioritize and finalize your ideas for the team project.
**Develop An Action Plan And Contract For Your Project**

The team will use the action plan to coordinate, develop accountability and track the progress of your major group project. Each team must develop a clear action plan for completing their final project. The plan must clearly identify the specific assignments of each member of the group. The action plan will also include the time frames required to complete the group assignments. The action plan will communicate to your team as well as the course instructor who is responsible for each aspect of the proposal and each aspect of the group presentation.

The Action Plan will serve as an analytic tool, and as a communication and accountability tool in your work. Your instructor and each team member are to be provided with a copy of the Action Plan including a Gantt chart.

**Oral Presentation Of Team Project**

The oral presentation should be a cooperative effort involving all team members, and should be of sufficient quality to be credible in a professional setting.

**Final Written Report**

Each team is required to submit a final report of their group project. The final report should be a cooperative team effort and should reflect both professional quality and creative effort.

**EVALUATION AND GRADES:**

Dr. Andaloro will evaluate all assignments and tests. My policy is that late written assignments and late oral presentations will not be accepted. Exceptions to this policy may be granted only in extreme circumstances, at the discretion of Dr. Andaloro.

Grading will be based on a 1000 point system. Your work in this course can earn up to 1000 points.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Midterm Exam</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150</td>
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<tr>
<td>Attendance</td>
<td>50</td>
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<tr>
<td>Case Study Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Writing Assignment</td>
<td>150</td>
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<tr>
<td>Group Action Plan and Contract</td>
<td>100</td>
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<tr>
<td>Oral Presentation of the Project</td>
<td>200</td>
</tr>
<tr>
<td>Written Presentation of the Project</td>
<td>150</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>1000</td>
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A total of:
900 points or more earns an A for the course
800 points earn a B
700 points earn a C
600 points earn a D
COURSE POLICIES

Attendance

Attendance is mandatory. Attendance will be taken each class session. There are important class activities and presentations on each class session. Missing class and these activities will result in a lower grade. If for any unavoidable reason you see yourself missing class, please inform the instructor as soon as possible.

The only documented exceptions to this attendance policy are the following:
- 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.

Assignments

Because of the important and significant content of the course, each minute of class time is extremely valuable. Therefore there are no scheduled provisions for making up a missed assignment. The making up of each missed assignment will be considered on an individual basis.

All written reports and assignments for the class are to be word-processed. Assignments are due by the due date. Please contact me prior to the due date if you are unable to complete the assignment at the prescribed time.

Classroom Behavior

Please turn off all pagers, cell phones and any other electronic devise prior to class and keep them off throughout the scheduled class.

No intimidation or threatening behavior will be allowed. Clarification and explanation of unacceptable behavior is explained in University policies. Please refer to all University of Arizona Student Codes of Conduct

Plagiarism

All students must follow the Student Code of Academic Integrity. Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student’s submitted work must be the student's own. This is explained and detailed in the Student Code of Conduct and University policies. Please refer to: University of Arizona Student Code of Academic Integrity

Students with Disabilities

If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Disability Resource Center and request that the DRC send me official notification of your accommodation needs as soon as possible.
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. **All information will be confidential.**

**Student Code of Conduct**

All students must abide by the Student Code of Conduct. The Student Code of Conduct delineates all rules relating to student classroom conduct, academic dishonesty, academic eligibility, performance and evaluation.

Please refer to all University of Arizona Student Codes of Conduct

The information contained in this course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.