

## CE362/A – Technical Communication & Documentation (3 units)

Cal-Poly Pomona – Spring 2011, Course Ticket #: 32703 & 32705

Monday & Wednesday: 10:00a.m.–12:00p.m., Room 9-313

**Instructor**     **Ghassan “Gus” H. Elias:** BS/MS; Industrial/Manufacturing Systems Engineering.  
- Expertise: Engineering Consulting, Decision-Making/Risk Analysis and Facility Planning. Industrial Safety & Material Control - global certification programs for commissioning electronic & pneumatic devices in General (Non-Hazardous) Locations, Hazardous ‘Classified’ Areas & Potentially Explosive Atmospheres.  
- Faculty Email Address: [Gus.Elias@csun.edu](mailto:Gus.Elias@csun.edu)  
- Faculty Web-Page: <http://www.csun.edu/~ghe59995/>  
- Office Hours: M/W. 9:00a.m.–10:00 a.m. (and by Appt.)  
- CE Department Office: 17-2651; Tel. No.: (909) 869-2488;  
- Office Manager – Angela Hicks, email: [ALHicks@csupomona.edu](mailto:ALHicks@csupomona.edu)

- **TEXTBOOKS**    1) “*Engineering Communications & Technical Documentation*”,  
  *Revision 6*, By: Joe Berk (photocopy available at the Bronco Bookstore).  
  2) “*Pocket Guide to Technical Communication*”, By: William S. Pfeiffer  
  **Publisher:** Prentice Hall / Pearson – ISBN-13: 978-0-013-506396-5.

### **CATALOG - COURSE DESCRIPTION:**

- ***Prerequisite:*** a passing grade in ENG105 & CE210/L (Computers in Civil Engineering)
- ***Material:*** The study and preparation of documents written by the practicing civil engineer. Oral presentations, proposals, specifications, environmental impact reports, journalism, technical investigations, test reports, research & development, and design reports.

### **COURSE OBJECTIVES:**

This course is designed to enhance the student’s knowledge of, and the ability to identify, compose, apply and offer:

1. the necessary components in a broad spectrum of engineering reports.
2. effective and professional engineering reports.
3. professional business correspondence, periodic & trip/field & personal reports.
4. formal oral & technical presentations using audio-visuals.

**\*\*\* This course syllabus is your contract with the Department of Civil Engineering and the instructor. Students must read the syllabus thoroughly and adhere fully to ALL of the stated terms and listed guidelines. No Exceptions! \*\*\***

**NOTE #1:** Activate and use ONLY your Cal-Poly email address for ALL academic correspondences. Do not use your personal email address to communicate with faculty & instructors. Messages received from non-CSPUP email addresses will NOT be acknowledged. Instructor will only utilize Bronco-Direct email database to communicate with class members.

**NOTE #2:** The last day to drop classes is 04-Apr-2011. Students must initiate this process; not faculty. Failure to formally drop a course will result in a “WU” grade which is equivalent to an “F” grade; affecting your cumulative GPA detrimentally. Be careful!

## STANDARD OPERATING PROCEDURES:

1. Class members are expected to maintain personal and professional standards consistent with the Code of Ethics of the national Society of Professional Engineers, the Preamble and Fundamental Canons of which are as follows:

*Engineering is an important and learned profession. As members of this profession, engineers are expected to exhibit the highest standards of honesty and integrity. Engineering has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by engineers require honesty, impartiality, fairness and equity, and must be dedicated to the protection of the public health, safety, and welfare. Engineers must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct. Engineers, in the fulfillment of their professional duties, shall:*

- *Hold paramount the safety, health and welfare of the public.*
  - *Perform services only in areas of their competence.*
  - *Issue public statements only in an objective and truthful manner.*
  - *Act for each employer or client as faithful agents or trustees.*
  - *Avoid deceptive acts.*
  - *Conduct themselves honorably, responsibly, ethically, and lawfully so as to enhance the honor, reputation, and usefulness of the profession.*
2. Students must take **ORIGINAL NOTES** and submit **ORIGINAL WORK** only.
  3. Class members are expected to **attend ALL class sessions, promptly & entirely.**
  4. Class members are **responsible** for the course material, reading assignments, class presentations, discussions, and case studies.
  5. ***Tardy/Late submissions are unacceptable.....NO EXCEPTIONS!***
  6. Class members **will** always be **considerate & respectful** to their colleagues.
  7. Pagers, Cellular Phones, Alarms, etc... ***MUST BE TURNED OFF*** during class.
  8. **IMPORTANT: The use of PC laptops, mobile phones, video recorders, cameras and/or internet-ready devices during the exams, quizzes and class lecture sessions is strictly prohibited. The exchange of notes, calculators and/or textbooks during the exams and quizzes is also prohibited. Violation of this policy will result in the student's dismissal from the class and the issuance of an "F" grade for the course. NO EXCEPTIONS !!**

**EVALUATION & GRADING:** (plus/minus grading will be used – Refer to Page 7)

**30% - Oral & PowerPoint Presentations: Individual and Group Effort**

**35% - Midterm Exam (selected material): open book & notes\*, *far-away neighbors* ☺ ☺ ☺**

**Format:** True/False & Multiple Choice

**35% - Final Exam (*Comprehensive*): open book & open notes\*, *far-away neighbors* ☺ ☺ ☺**

**Format:** True/False & Multiple Choice

***\*ONLY YOUR ORIGINAL NOTES ARE ALLOWED!***

### Letter-Grade Scale:

<b>A ≥ 90</b>	<b>88 ≤ A- &lt; 90</b>	<b>85 ≤ B+ &lt; 88</b>
<b>80 ≤ B &lt; 85</b>	<b>78 ≤ B- &lt; 80</b>	<b>75 ≤ C+ &lt; 78</b>
<b>70 ≤ C &lt; 75</b>	<b>60 ≤ D &lt; 70</b>	<b>F &lt; 60</b>

## **COURSE SCHEDULE**

This is a **TENTATIVE** syllabus. Depending on the progress of the course material, the dates, topics, assignments & exams ***may be changed*** if deemed necessary. Refer to the Course-Specific Guidelines.

<u>Week / Date</u>	<u>Topics &amp; Tasks</u>
1 / 27-Mar-2011	Instructor introduction, course overview, grading policy, course material & objectives, and engineering communications.
1 / 29-Mar-2011	Technical writing basics, the writing process, message definition, outlining, rough drafts, rewriting, and student introductions. <b><u>Task:</u></b> Groups Selection & Formation.
2 / 04-Apr-2011	Sentences and paragraphs, active versus passive style, and eliminating semantic noise. <b><u>Task:</u></b> Groups Confirmation & Initiation.
2 / 06-Apr-2011	Word, PowerPoint, and Excel basics.
3 / 11-Apr-2011	Technical report formats, letter formats, e-mail, compound adjectives, abbreviations, capitalization, using numbers in narrative, and subject/verb agreement.
3 / 13-Apr-2011	Cover letters, resumes, interviews, body language, and finding jobs.
4 / 18-Apr-2011	Mock interviews.
4 / 20-Apr-2011	Graphical communications, generating graphs with Excel, drawing in PowerPoint, and integrating text and graphics.
5 / 25-Apr-2011	Graphical communications – continued!
5 / 27-Apr-2011	Digital photography, using photographic techniques to communicate technical information, and importing digital images into narrative reports and PowerPoint presentations.
<b><u>MIDTERM EXAM 35% - SELECTED MATERIAL / T.B.A. (Open Book &amp; Open Notes!)</u></b>	
6 / 02-May-2011	-Midterm Exam Graded- , Developing an effective technical presentation, Part 1.
6 / 04-May-2011	Developing an effective technical presentation, Part 2.
7 / 09-May-2011	Individual Student Presentations
7 / 11-May-2011	Individual Student Presentations Formal reports, references, footnotes, procedures, and user manuals.
8 / 16-May-2011	Technical papers, becoming a published author, meetings, and meeting minutes.
8 / 18-May-2011	Formal report submittal, proposals, requests for proposal, proposal responsiveness, and proposal review.
9 / 23-May-2011	Additional technical writing topics, noun plurals, articles, more complex subject/verb agreement sentence structures, and eliminating gender references.
9 / 25-May-2011	Group Presentations – Term Project
10/ 30-May-2011	Memorial Day Holiday – No Class Instruction ! ☺ ☺ ☺ <i>Enjoy</i> ☺ ☺ ☺
10/ 01-Jun-2011	Group Presentations – Term Project ..... & Course Review.

**Monday June 6<sup>th</sup>, 2011 (10am-noon), FINAL EXAM (35%): COMPREHENSIVE MATERIAL**

## **COURSE SPECIFIC GUIDELINES:**

You are required to bring the textbooks to each class. You will get more from this experience if you review the presentation materials prior to class and ask questions, and you will do better if you get in the habit of using a pocket dictionary.

### **Study Partners**

You must select and exchange contact information with a study partner in this class. You are expected to review course materials before and after each class with your study partner to solidify what you understand and what you do not understand. Do not ask the instructor what you missed if you miss a class. Contact your study partner for this information.

### **Assignments**

We may not assign every assignment in the textbook. Do not submit unassigned work. Submitting assignments that were not assigned will indicate that you failed to pay attention in class (or that you missed class and failed to consult your study partner). Some assignments are not in the textbook. Paying attention in class is required to assure you are aware of and responsive to these assignments.

Class exercises are included and required to pass this course. You must bring the textbook to each class in order to complete these assignments. If you do not bring the textbook to class, you will not be allowed to borrow someone else's textbook. If you miss a class, you are not excused from an in-class assignment. If you do not submit any in-class assignment, you will fail the course.

**Failure to submit all assignments, will result in failing the course.**

In many areas assignments are intentionally vague, as often occurs in the engineering world. Your job is to interpret the assignment and respond exactly to its requirements. If the assignment does not specify something you feel you need to address, you are expected to make appropriate decisions in these areas.

### **Grading & Professional Conduct**

We will operate this class as if you are engineers in the workplace. You are expected to be on time, to pay attention, to take notes without being prompted to do so, to speak up, to ask questions when you don't understand something, and to submit all assignments on or ahead of schedule. There will be no extra credit assignments, and work that is nonresponsive to assignment requirements will receive a grade of 0.

Your grade will be based on:

- Class attendance & participation – ***Credit / No-Credit !***
- Class exercises – ***Credit / No-Credit !***
- Homework assignments – ***Credit / No-Credit !***
- Two class audio-visual presentations (one individual & one within a group) – ***Graded!***
- A midterm exam – ***Graded!***
- A final exam – ***Graded!***

Receiving any ***No-Credit*** for the first 3 items above will deprive the student from the plus/minus (+/-) grade.

Late assignments will receive an F unless you make arrangements with me in advance. Assignments are late if they are not on my desk prior to the start of class. Do not bring an assignment to my desk after I have started the lecture (it is already late and it will receive an F). I will not accept any assignment is more than 2 days late you will fail the course. You are responsible for knowing if you are missing any assignments (do not ask me if you are missing anything).

## **Class Participation**

Arrive early for each class and be prepared to discuss the day's topics. Do not come to class without having reviewed the materials for that class in advance.

You must respond articulately to questions during our class. This will require reviewing the day's materials prior to arriving in class, active listening, anticipating questions, asking questions when you do not understand the topic being discussed, and speaking clearly at a volume the entire class can hear. Do not use expressions such as "like," "uh," "you know," or "would you repeat the question?"

**You must attend all class sessions.**

## **Independent & Original work**

***Work all assignments ethically & independently (even as a group). Presenting someone else's work as your own will result in a failing grade for the class, and may result in expulsion from the University.***

***Acts of plagiarism will not be tolerated.***

## **Focusing on Requirements**

Engineers focus on requirements. You need to do the same in this course. Students who do poorly in this course do so primarily because they fail to address all of the course and assignment requirements. Assignment requirements will relate to such things as deadlines, formats, font styles and sizes, and many other topics. Much of what you will be exposed to in this course will be different than what you learned in high school English composition courses. The topics covered in this course are not abstract or esoteric concepts. They are requirements you must understand and apply in your writing and speaking. This requires personal discipline, attentiveness, attention to detail, critical thinking, thinking before you speak, and a commitment level you most likely have not experienced in prior communications, writing, or speaking classes.

## **Email Communication**

You must use your university email address. You are expected to follow all professional requirements related to greetings, language, grammar, capitalization, punctuation, spelling, etc., in your email.

## **Timeliness & Keeping Up**

This is not a course in which you can miss class sessions and catch up. You must attend all classes and keep up with all assignments. If you fall behind in this material, you will not be able to catch up and pass the course. Review the materials for each class prior to coming to class, submit all assignments on time, and keep up with our schedule.

**Be on time for each class.**

**Traffic, finding a parking spot, bus schedules, etc., do not excuse tardiness.**

**Arriving late is boorish and rude, and it will result in a significantly lower course grade.**

=====

## CE362 - Term Project Report Evaluation

Name: \_\_\_\_\_

Topic: \_\_\_\_\_

Date: \_\_\_\_\_

	Poor	Fair	Average	Good	Excellent
<b>Format Considerations:</b>					
Typed Double Spaced	1	2	3	4	5
Length Restrictions	1	2	3	4	5
Standard Font, Margins	1	2	3	4	5
Organization ( i.e. Abstract, Purpose, Process, Results, Appendices)	2	4	6	8	10

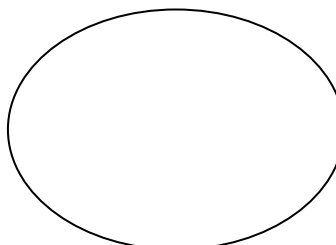
	Poor	Fair	Average	Good	Excellent
<b>Writing Quality:</b>					
Spelling, Punctuation	1	2	3	4	5
Sentence Structure	1	2	3	4	5
Organization	1	2	3	4	5
Style	1	2	3	4	5

	Poor	Fair	Average	Good	Excellent
<b>Content:</b>					
Research Evidenced	4	8	12	16	20
Principles Applied	4	8	12	16	20
Analysis and Evaluation	6	11	14	18	20
Appendixes(i.e. original proposal, Documentation, references)	4	8	12	16	20
Difficulty level attempted	2	4	6	8	10

<b>Overall Assessment</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
<b>Timeliness</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>

Total Points = \_\_\_\_\_/15 = \_\_\_\_\_/10 = \_\_\_\_\_%

**Equivalent Letter Grade:**



### **For Your Information: Grade Evaluation Criterion**

\* 'A' grade range (A to A-) is reserved for work that is exceptional. This means that it (1) is professional and reflects the writer's/s' careful consideration of audience and purpose; (2) shows perfect to near-perfect understanding of the necessary concepts and analytical tasks; (3) where appropriate, it shows the capacity to think creatively or to see implications beyond the immediate scope of the question; (4) contains all necessary information (invention); (5) is arranged in a logical manner (6), is memorable; (7) delivery is visually appealing; and (8) is free of mechanical errors and is formatted as specified. Work must be flawless to attain an A/A-. Work with minor flaws that is nonetheless excellent in other ways will earn an A-.

\* A grade in the B range means that the work is acceptable at the graduate level (B- range) to very good (B/B+). This work satisfies all (B+) or most (B/B-) of the requirements of the question & research tasks, shows the capability to think beyond the task by relating it to other areas of knowledge in or outside of the course; is neatly presented and shows above-average use of academic English. If the work is decently written, is formatted basically correctly, and covers most of the required content, but has several minor flaws or one major flaw, the grade is B-.

\* A grade in the C range means that the work, while covering much of the required ground, does not show graduate-level analytic and expressive ability. That is, major and minor items may be missing or incorrect; and while the language may communicate most points adequately, it does not qualify as above-average academic work.

\* A grade in the D range shows that the work does not, overall, achieve an acceptable level of coverage of the requirements AND/OR the language is insufficient to make the writer's points understandable to the reader. The content may be either incorrect to an unacceptable degree, or very incomplete.

\* A grade of F indicates that so little of the required content is covered that grading the paper is an exercise in futility. It may mean that very major points have clearly not been grasped or have been misunderstood by the student. An F may also indicate that the ideas are expressed in such a way that they are not at all understandable to the reader. A grade of F is also awarded when assigned work is not handed in, or not handed in by the set deadline.