Objectives and Learning Goals
To carry an idea to fruition, an engineer must effectively communicate to a variety of audiences including peers, management and non-technical individuals.

This course prepares students for these experiences through multiple written and verbal assignments. These experiences will help the engineer:

- Consider situations ethically
- Develop a clear writing style
- Give effective oral presentations
- Collaborate with peers
- Use appropriate communications methods

Required Materials
- Rosenberg, Barry J. (2005), *Spring Into Technical Writing for Engineers and Scientists*, Addison-Wesley.
- Business cards

Course Schedule
**This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.**
<table>
<thead>
<tr>
<th>Week of</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>26-Aug</td>
<td>Introductions</td>
<td>Introductions and Elevator Speeches</td>
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<tr>
<td></td>
<td>Assignment: Order business cards, Identify job application</td>
<td>Assignment: Create and practice introductions, elevator speeches</td>
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<tr>
<td>2-Sep</td>
<td>Labor Day Holiday</td>
<td>Resume</td>
<td>Cover Letters</td>
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<tr>
<td></td>
<td>Assignment: Create resume, cover letter</td>
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<td>Assignment: Reach Chapter 18</td>
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<tr>
<td>9-Sep</td>
<td>Peer review of Resume/Cover Letter Due: Resume/Cover Letter for Peer Review</td>
<td>Interviews/Thank You Notes</td>
<td>Grammar, Mechanics Sentence/Paragraph structure</td>
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<td></td>
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<td>Assignment: Read Chapter 20</td>
<td>Assignment: Read Chapter 17</td>
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<tr>
<td>16-Sep</td>
<td>Know your audience: Writing Due: Resume/Cover Letter/Business Card Assignment: Business Email</td>
<td>Know your audience: Visual Assignment: Peer Review of Business Email</td>
<td>Words Matter Due: Business Email Assignment: Ethics Case Studies</td>
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<td>23-Sep</td>
<td>Words Matter Part 2 Due: Complete Language of Trust</td>
<td>Ethics Assignment: Rational Middle</td>
<td>Ethics Case Study #1 Discussion Due: Case Study #1</td>
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<tr>
<td>30-Sep</td>
<td>Ethics</td>
<td>Ethics</td>
<td>Ethics Case Study #2 Due: Case Study #2</td>
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<tr>
<td>7-Oct</td>
<td>SPE ATCE - San Antonio or Alternate Assignment</td>
<td>Ethics Case Study #3 Discussion Due: Case Study #3 Assignment: Read Chapters 1-5</td>
<td>Technical Writing Due: Energy Technology Summary Assignment: Read Chapters 6-9</td>
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<tr>
<td>14-Oct</td>
<td>Technical Writing Due: Individual Energy Project Topics Assignment: Read Chapters 10, 11, 13</td>
<td>Sources Plagiarism Assignment: Read Chapters 14-15</td>
<td>Introduction Organizing for readers Assignment: Instructor/TA review of Energy Topic Abstract</td>
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<tr>
<td>21-Oct</td>
<td>Writing for Clarity Assignment: Read Chapter 16</td>
<td>Revising and Rewriting Assignment: 17</td>
<td>Presenting Assignment: Peer Review Presentations</td>
</tr>
<tr>
<td>4-Nov</td>
<td>Individual Presentations</td>
<td>Individual Presentations Due: Blog Article for Individual Energy Topic</td>
<td>Guest speaker, Steve Skinner</td>
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<tr>
<td>11-Nov</td>
<td>Team work/Leadership Due: Summary of Steve Skinner's visit</td>
<td>Guest speaker, TBD</td>
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<tr>
<td>18-Nov</td>
<td>Public/Media</td>
<td>Public/Media</td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>25-Nov</td>
<td>Public/Media</td>
<td>Group Presentations Due: Group Paper and Printed Presentations</td>
<td>Group Presentations</td>
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<tr>
<td>2-Dec</td>
<td>Group Presentations</td>
<td>Group Presentations</td>
<td>Group Presentations/Wrap Up</td>
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</tbody>
</table>
Feedback Statement
During this course I will be asking you to give me feedback on your learning in informal as well as formal ways, including through anonymous surveys about how my teaching strategies are helping or hindering your learning. It’s very important for me to know your reaction to what we’re doing in class, so I encourage you to respond to these surveys, ensuring that together we can create an environment effective for teaching and learning.

Course Requirements
1. Respect your peers
   - Effective writing and oral presentations are accomplished through practice. We will conduct peer reviews and feedback throughout this class. Some students may initially feel less comfortable with these activities but in a supportive, collaborative environment all can succeed.

2. Class attendance and participation
   - Class attendance is expected
   - No cell phones or non-class-related electronic activities

Religious Holy Days
By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, I will give you an opportunity to complete the missed work within a reasonable time after the absence.

3. Assignments, Assessment, and Evaluation
   - No late homework or assignments will be accepted.
   - Late is defined as anything after 5 minutes after the start of class.
   - Grading criteria will be included with the assignments.

4. Use of Blackboard in class
   In this class I use Blackboard—a Web-based course management system with password-protected access at http://courses.utexas.edu—to distribute course materials, to communicate and collaborate online, to post grades, to submit assignments, and other communications. You can find support in using Blackboard at the ITS Help Desk at 475-9400, Monday through Friday, 8 a.m. to 6 p.m., so plan accordingly.

5. Please let me know immediately if you have any problem that is preventing you from performing satisfactorily in this class.

Grading Procedures
Grades will be based on:

<table>
<thead>
<tr>
<th>Grade Component</th>
<th>Grade percent</th>
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<tbody>
<tr>
<td>Resume/Cover Letter/Business Cards</td>
<td>5</td>
</tr>
<tr>
<td>Ethics Case Studies (4 total)</td>
<td>35</td>
</tr>
<tr>
<td>Individual Project</td>
<td>20</td>
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<tr>
<td>Group Project</td>
<td>20</td>
</tr>
<tr>
<td>Writing assignments (4 total)</td>
<td>10</td>
</tr>
<tr>
<td>Participation including in-class peer review(s), class discussions, impromptu topics and feedback</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
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</tbody>
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Academic Integrity

University of Texas Honor Code
The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

Each student in this course is expected to abide by the University of Texas Honor Code.

For this course, we will peer review certain assignments and work in teams. However, I would expect that any work submitted by a student in this course for academic credit will be the student's own work.

For more information on plagiarism, please visit: http://www.lib.utexas.edu/services/instruction/learningmodules/plagiarism

Other University Notices and Policies

Use of E-mail for Official Correspondence to Students
- All students should become familiar with the University's official e-mail student notification policy. It is the student's responsibility to keep the University informed as to changes in his or her e-mail address. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily, but at a minimum, twice per week. The complete text of this policy and instructions for updating your e-mail address are available at http://www.utexas.edu/its/help/utmail/1564.

Documented Disability Statement
Any student with a documented disability who requires academic accommodations should contact Services for Students with Disabilities (SSD) at (512) 471-6259 (voice) or 1-866-329-3986 (video phone). Faculty are not required to provide accommodations without an official accommodation letter from SSD.

- Please notify me as early in the semester as possible if disability-related accommodations are required.
- Contact Services for Students with Disabilities at 471-6259 (voice) or 1-866-329-3986 (video phone) or reference SSD’s website for more disability-related information: http://www.utexas.edu/diversity/ddce/ssl/for_cstudents.php

Behavior Concerns Advice Line (BCAL)
If you are worried about someone who is acting differently, you may use the Behavior Concerns Advice Line to discuss by phone your concerns about another individual’s behavior. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit http://www.utexas.edu/safety/bcal.

Q drop Policy
The State of Texas has enacted a law that limits the number of course drops for academic reasons to six (6). As stated in Senate Bill 1231:

“Beginning with the fall 2007 academic term, an institution of higher education may not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education, unless the student shows good cause for dropping more than that number.”
Emergency Evacuation Policy
Occupants of buildings on the UT Austin campus are required to evacuate and assemble outside when a fire alarm is activated or an announcement is made. Please be aware of the following policies regarding evacuation:

- Familiarize yourself with all exit doors of the classroom and the building. Remember that the nearest exit door may not be the one you used when you entered the building.
- If you require assistance to evacuate, inform me in writing during the first week of class.
- In the event of an evacuation, follow my instructions or those of class instructors.

Do not re-enter a building unless you’re given instructions by the Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services office.

Important Dates (2012)
- Last day of the official add/drop period (September 4)
- Last class day (December 7)
- This class will use a final project in lieu of a final exam
- See http://registrar.utexas.edu/calendars/12-13 for additional important dates

Resources for Learning & Life at UT Austin
- The University of Texas has numerous resources for students to provide assistance and support for your learning.
  - Sanger Learning and Career Center: http://lifelearning.utexas.edu/
  - Undergraduate Writing Center: http://uwc.utexas.edu/
  - Counseling & Mental Health Center: http://cmhc.utexas.edu/
  - Career Exploration Center: http://www.utexas.edu/student/careercenter/
  - Student Emergency Services: http://deanofstudents.utexas.edu/emergency/