Engineering Communications, PGE 333T
Fall 2014

Sections:
19840: MWF 10:00 – 11:00 a.m., CPE 2.202
19845: MWF 1:00 p.m. – 2:00 p.m., CPE 2.202
19850: MWF 3:00 – 4:00 p.m., CPE 2.202

Instructor: Deborah Hempel-Medina
CPE 3.104A, dhempelmedina@austin.utexas.edu, 512-471-3214

Office Hours: MWF 11:00 a.m. – noon and 1:00 – 2:00 p.m. in CPE 3.104A, Or by appointment

TA: Nicole Murray, namurray@utexas.edu
Camille Hall, camille.a.hall1@gmail.com

TA Office Hours: TA office hours will be held in the CPE 3.172D
This is the “fishbowl” room in the Caudle Study Lounge.
Nicole: Wednesday 4:00 p.m. – 7:00 p.m.
Camille: Tuesday noon – 3:00 p.m.

Objectives and Learning Goals
To carry ideas 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. This training helps the engineer:
- Consider situations ethically
- Develop a clear writing style
- Deliver effective oral presentations
- Collaborate with peers
- Use effective 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>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 25</td>
<td>Introductions</td>
<td>Introductions, Elevator Speeches, Resumes</td>
</tr>
<tr>
<td>Aug 27</td>
<td>Assignment: Identify job application, Order business cards by Friday, Begin reading Language of Trust</td>
<td>Assignments: Create/practice introductions and elevator speeches, Create resume and cover letter</td>
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<td>Aug 29</td>
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Sep 01

Holiday | Sep 03 | Sep 05 |

Sep 08

Networking, Interviews, Thank You Notes | Sep 10 | Sep 12 |

Assignment: Read Chapter 17 | Due: Resume, Cover Letter for Peer Review |

Sep 15

Guest Speaker: Keller Towns | Sep 17 | Sep 19 |

Due: Business Email (4) |

Sep 22

Ethics | Sep 24 | Sep 26 |

Ethics (video conference) **Room Change ETC 2.124 or CPE Brons room*** |

Due: Ethics #1 (5) | Due: Keller Towns Speaker (2) |

Sep 29

Language of Trust | Oct 01 | Oct 03 |

Due: Ethics #2 (14) |

Oct 06

Ethics | Oct 08 | Oct 10 |

Due: Ethic Case #2 Discussion Know Your Audience Technical Writing |

Oct 13

Ethics | Oct 15 | Oct 17 |

Due: Ethics #3 (14) |

Oct 20

Technical Writing | Oct 22 | Oct 24 |

Due: Peer Review of Technical Paper |

Oct 27

Presenting | Oct 29 | Oct 31 |

Due: Technical Paper (9) |

Nov 03

Individual Presentations | Nov 05 | Nov 07 |

Due: Printed Presentation (5) | Due: Non-technical Article (4) |

Nov 10

Individual Presentations | Nov 12 | Nov 14 |

Due: Skinner Guest Speaker (2) |

Nov 17

Teamwork/Business Communications Skills | Nov 19 | Nov 21 |

Due: Group Paper (10) |

Nov 24

Public | Nov 26 | Nov 28 |

Due: Group Presentations (10) |

Dec 01

Group Presentations | Dec 03 | Dec 05 |

Due: Group Presentations/Wrap Up |
Feedback Statement
During this course I will ask you to provide feedback on your learning in informal as well as potentially formal ways. It’s very important for me to know your reaction to what we’re doing in class, so I encourage you to respond so 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 and factors into your participation grade.
   - No cell phones or non-class-related electronic or non-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
   - You have one (and only one) option for the entire semester for a 24 hour extension on an assignment without lost credit. Please notify me via email or in person that the assignment will be late.
   - The next late assignment will be graded at “half credit” meaning the maximum total point value of the assignment will be reduced by half and you will be graded upon that half.
   - After the extension and the half credit, no late work will be accepted.
   - Late is defined as anything after 5 minutes after the start of class.
   - Grading criteria will be included with each assignment.

4. Use of Canvas in class
   In this class I will use Canvas—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 Canvas at the ITS Help Desk at 475-9400, Monday through Friday, 8 a.m. to 6 p.m., so plan accordingly.
   This semester we will be helping the Canvas team test an anti-plagiarism component to Canvas. I look forward to your feedback.

5. Success
   Please let me know immediately if you have any problem that is preventing you from performing satisfactorily in this class.
Grading Procedures
Course grades will be based on:

<table>
<thead>
<tr>
<th>Grade Component</th>
<th>Grade percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume/Cover Letter/Business Cards</td>
<td>5</td>
</tr>
<tr>
<td>Business Email</td>
<td>4</td>
</tr>
<tr>
<td>Ethics Case Studies (3 total)</td>
<td>33 (Ethics Flag Requirement)</td>
</tr>
<tr>
<td>Energy Technology Summary</td>
<td>4</td>
</tr>
<tr>
<td>Individual Project</td>
<td>20</td>
</tr>
<tr>
<td>Group Project</td>
<td>20</td>
</tr>
<tr>
<td>Guest Speaker Reviews (2 total)</td>
<td>4</td>
</tr>
<tr>
<td>Participation including class discussions, impromptu topics, feedback and periodic in-class assignments</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>

Grades

A  > 92
A-  90-92
B+  88-90
B   82-88
B-  80-82
C+  78-80
C   72-78
C-  70-72
D   60-70
F   <60

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. As a refresher, that Code is available at: http://deanofstudents.utexas.edu/sjs/spot_honorcode.php

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
Course Flags

Ethics and Leadership
This course carries the Ethics and Leadership flag. Ethics and Leadership courses are designed to equip you with skills that are necessary for making ethical decisions in your adult and professional life. You should therefore expect a substantial portion of your grade to come from assignments involving ethical issues and the process of applying ethical reasoning to real-life situations. In order to meet University requirements for the Ethics Flag, one-third of your grade will come from ethics assignments.

Writing
This course carries the Writing Flag. Writing Flag courses are designed to give students experience with writing in an academic discipline. In this class, you can expect to write regularly during the semester, complete substantial writing projects, and receive feedback from your instructor to help you improve your writing. You will also have the opportunity to revise one or more assignments, and you may be asked to read and discuss your peers’ work. You should therefore expect a substantial portion of your grade to come from your written work. Writing Flag classes meet the Core Communications objectives of Critical Thinking, Communication, Teamwork, and Personal Responsibility, established by the Texas Higher Education Coordinating Board.

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://catalog.utexas.edu/general-information/appendices/appendix-m/

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://ddce.utexas.edu/disability/

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 (Fall 2014)

• Last day of the official add/drop period (September 2)
• Last class day (Dec 5)
• This class will use a final project in lieu of a final exam
• See http://registrar.utexas.edu/calendars/14-15 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.
  o Center for Strategic Advising & Career Counseling: http://www.utexas.edu/ugs/csacc
  o Sanger Learning Center: http://www.utexas.edu/ugs/slcl
  o Undergraduate Writing Center: http://uwc.utexas.edu/
  o Counseling & Mental Health Center: http://cmhc.utexas.edu/
  o Student Emergency Services: http://deanofstudents.utexas.edu/emergency/