

Course Syllabus: EST 3010 – Engineering Documentation & Communication – CRN 27896

Course Description: This course introduces the student to the importance of writing in the professional engineering career. Topics include guidelines for professional engineering writing, eliminating intermittent noise in writing, writing letters, memoranda, online communication, common engineering documents, reports, interviews resumes, and ethics in engineering writing.

Prerequisite: ENC 1101 – English Composition I

Class Time and Location: Thursday 5:30 – 7:25 PM – University Center, Room 239

Textbooks: *A Guide to Writing as an Engineer*, 3rd Edition by David Beer & David McMurrey, Wiley,
ISBN: 978-0-470-41701-0

Professor's Information:

Instructor: Dr. Hall

Office: West Campus, University Center – Room 254

Phone: (Office) 407.582.1963

Email: dhall@valenciacollege.edu

Office Hours: Posted just outside my office door and within our Blackboard online course

Student Performance Assessment:

Writing Exercises (Textbook and In Class).....	40%
Interview with an Engineer.....	15%
Team Abstract Report.....	5%
Team Progress Report.....	5%
Team Peer Evaluation.....	5%
Team Engineering Failure Analysis Presentation.....	10%
Final Essay Exam.....	10%
Attendance and In Class Participation.....	10%

A	90-100%
B	80 - 89%
C	70 – 79%
D	60 – 69%
F	< 60%

Important Dates:

No Show Reporting Period	January 18-24
MLK Day (College Closed)	January 16
Faculty Learning Day (College Closed)	February 10
Spring Break (College Closed)	March 5-11
Withdrawal deadline for “W” Grade	March 23
Final exam	April 26
Final Grades Viewable in Atlas	May 1

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Course Outline for EST 3010 – CRN 27896; Spring 2012		
Thursday Date 2012	Due Before Class Begins	Material To Be Covered
W1 – 1/12		<ul style="list-style-type: none"> ➤ Introductions ➤ Course Overview ➤ Chapter 1: Engineers and Writing ➤ In class writing exercise fun
W2 – 1/19	<ul style="list-style-type: none"> ➤ Chapter 1 Exercise 	<ul style="list-style-type: none"> ➤ Teamwork: Break into Teams <ul style="list-style-type: none"> ✓ Complete “Team Profile” Table ✓ Team Engineering Failure Analysis Presentation Topic Draw by Team Coordinator ➤ Chapter 2: Eliminating Sporadic Noise in Engineering Writing ➤ In class writing exercise fun
W3 – 1/26	<ul style="list-style-type: none"> ➤ Chapter 2 Exercise 	<ul style="list-style-type: none"> ➤ Chapter 3: Guidelines for Writing Noise-Free Engineering Documents ➤ In class writing exercise fun
W4 – 2/2	<ul style="list-style-type: none"> ➤ Chapter 3 Exercise ➤ Review Chapter 4 	<ul style="list-style-type: none"> ➤ Chapter 4: Letters, Memoranda, Email, and Other Media for Engineers ➤ Engineering Guest Speaker: Lorena Secrease ➤ In class writing exercise fun
W5 – 2/9	<ul style="list-style-type: none"> ➤ Team Abstract Report 	<ul style="list-style-type: none"> ➤ Chapter 5: Writing Common Engineering Documents ➤ Engineering Guest Speaker: Laura Barbero-Buffa ➤ In class writing exercise fun
W6 – 2/16	<ul style="list-style-type: none"> ➤ Review Chapter 5 	<ul style="list-style-type: none"> ➤ Chapter 6: Writing an Engineering Report ➤ Engineering Guest Speaker: Mary Logvin
W7 – 2/23	<ul style="list-style-type: none"> ➤ Chapter 6 Exercise 	<ul style="list-style-type: none"> Engineering Guest Speaker: Dr. Paul Royal ➤ Patent Agent/Examiner and Mechanical Engineer
W8 – 3/1		<ul style="list-style-type: none"> ➤ Chapter 7: Constructing Engineering Tables and Graphics ➤ Write It! Do It! Team Competition

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W9 – 3/8	Spring Break (College Closed)	
W10 – 3/15	<ul style="list-style-type: none"> ➤ Team Progress Report ➤ Chapter 7 Exercise 	<ul style="list-style-type: none"> ➤ Chapter 8: Accessing Engineering Information ➤ Engineering Guest Speaker: Tracey Whaley
W11 – 3/22	<ul style="list-style-type: none"> ➤ Chapter 8 Exercise 	<ul style="list-style-type: none"> ➤ Chapter 9: Engineering Your Speaking ➤ Engineering Guest Speaker: Roger Greenwood ➤ In class writing exercise fun
W12 – 3/29	<ul style="list-style-type: none"> ➤ Chapter 9 Exercise 	<ul style="list-style-type: none"> ➤ Chapter 10: Writing to get an Engineering Job ➤ Engineering Guest Speaker: Mark Van Hala ➤ In class writing exercise fun
W13 – 4/5	<ul style="list-style-type: none"> ➤ Review Chapter 10 	<ul style="list-style-type: none"> ➤ Chapter 11: Ethics and Documentation in Engineering Writing ➤ Engineering Guest Speaker: Paula Stenzler ➤ In class writing exercise fun
W14 – 4/12	<ul style="list-style-type: none"> ➤ Team PowerPoint 	Team Engineering Failure Analysis Presentations
W15 – 4/19	<ul style="list-style-type: none"> ➤ Chapter 11 Exercise 	Team Engineering Failure Analysis Presentations continue...
W16 – 4/26	<ul style="list-style-type: none"> ➤ Team Peer Evaluation ➤ Interview with an Engineer ➤ All GEOs (Not Required) 	Final Essay Exam [Begins at 5:30 PM]

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Chapter Exercise Fun [Submit online under Assignments]	
Chapter 1: Engineers and Writing	Exercise 3
Chapter 2: Eliminating Sporadic Noise in Engineering Writing	Exercise 1, 3, or 4 (Complete one of your choice...)
Chapter 3: Guidelines for Writing Noise-Free Engineering Documents	Exercise 1, 3, 4, or 5 (Complete one of your choice...)
Chapter 6: Writing an Engineering Report	Exercise 1 through 7 (Complete one of your choice...)
Chapter 7: Constructing Engineering Tables and Graphics	Exercise 1 through 5 (Complete one of your choice...)
Chapter 8: Accessing Engineering Information	Exercise 1 through 7 (Complete one of your choice...)
Chapter 9: Engineering Your Speaking	Exercise 3
Chapter 11: Ethics and Documentation in Engineering Writing	Exercise 1
<u>Grade Enhancement Opportunities (a.k.a. Extra Credit...Not Required)</u> [Submit Online under Assignments]	
GEO_1: Local Area Toastmasters International Club Meeting Experience Commentary Paper	
GEO_2: Engineering Ethics Book Commentary Paper	
GEO_3: Give Kids the World Technical Service Learning Experience Commentary Paper	
GEO_4: Block Kids Building Competition Judge	
GEO_5: Orlando Science Center Technical Service Learning Experience	

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Rules and Comments:

- ❑ Students are strongly encouraged to read the Valencia policy Manual *Student Code of Conduct* and *Computer Acceptable Usage* found at:
<http://valenciacollege.edu/policies/policydetail2.cfm?PolicyCatID=10&PolicyID=3>
- ❑ You are expected to be in class **on time**. You are responsible for all information and/or assignments given during class, whether you are present or not.
- ❑ **NO LATE WORK** will be accepted (no exceptions).
- ❑ **NO MAKE UPS** on missed assignments or missed exams (no exceptions).
- ❑ No audio or video recording allowed in class unless prior permission is granted from professor and every other student in the class.
- ❑ It is the student's responsibility to withdraw from the course. Any withdrawal after the withdraw deadline may result in earning an **F** as the overall grade for the course.
- ❑ If interested, you may calculate your most current grade in the course utilizing the "Student Performance Assessment" section listed on the first page of this syllabus along with what grades have been posted in Blackboard Learn and with what graded assignments have been returned in class to you thus far in the course. Your professor will calculate the final grade in the course that you have earned after the final exam has been given and will post this grade in Atlas for you to view at the end of the semester.

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Student Core Competencies:

The faculty members of Valencia College have established four Core Competencies that describe the learning outcomes for a Valencia graduate. They are: THINK, VALUE, COMMUNICATE, and ACT. These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry. Use the descriptions and examples of academic work for each to measure your own learning outcomes. Samples of the academic work are great additions to your Learning Portfolio. For further information on student core competencies please go to: www.valenciacollege.edu/competencies.

Expected Student Conduct:

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in the disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523).

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

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