

Writing 2130G**Building Better (Communication) Bridges: Rhetoric and Professional Communication for Engineers**

Winter 2020

Lecture Section 001**Wednesday 1:30-2:30 (ACEB 1410)****Instructor: Dr. J. Johnston****Email: jjohns6@uwo.ca****Course Description and Objectives**

This course introduces students to rhetorical principles and the practices of written, oral, and visual communication in professional engineering contexts. Particular attention is paid to identifying and understanding audience, context and purpose; the grammar and effective style of Standard Written English; modes of persuasion; interpersonal communication; the negotiation of cultural difference; and effective scholarly research practices. Students will learn strategies for drafting and designing technical and academic documents and for approaching the editing and revision of those documents. As well, they will gain experience in organizing research effectively for presentation, composing clear and useful visual aids, and presenting research to their peers and the broader public with confidence.

Students who successfully complete Writing 2130 should be able to do the following:

- Write and speak with a greater degree of clarity, confidence, and critical self-awareness to different kinds of audiences
- Understand what constitutes effective, ethical, and correct written and oral communication in a variety of rhetorical situations (and why)
- Identify and define various rhetorical contexts for professional communication
- Identify, correct, and avoid errors in composition, grammar, and mechanics
- Distinguish between primary and secondary sources (research vs. review materials) and employ the methods of finding and evaluating such sources efficiently and correctly and of assessing their relative merits
- Integrate source materials into written assignments both ethically and correctly, using IEEE documentation
- Develop and deliver a brief presentation based on research
- Understand the constitution and practice of effective listening
- Work effectively with classmates, giving and receiving useful, constructive feedback and learning to read and consider received feedback thoughtfully, incorporating it into revisions
- Revise papers and oral presentations through multiple drafts
- Understand basic principles of document design and visual rhetoric and apply them to research papers as well as to electronic slides

Antirequisite

Engineering Sciences 2211F/G: Engineering Communications

Prerequisite

Engineering Sciences 1050: Introductory Engineering Design and Innovation Studio

Required Texts

R. Irish and P.E. Weiss, *Engineering Communication: From Principles to Practice*, 2nd ed. Don Mills: Oxford University Press, 2013.

W.E. Messenger *et al.*, *The Canadian Writer's Handbook: Second Essentials Edition*. Don Mills: Oxford University Press, 2017.

IEEE Citation and Documentation Guide

<https://iee-dataport.org/sites/default/files/analysis/27/IEEE%20Citation%20Guidelines.pdf>

Course Requirements

Quizzes (Best 2 of 3 @ 7.5%)	15%
Assignment #1: Description of an important Engineering problem for two audiences (750-1000 words)	15%
Assignment #2: Speech based on Assignment 1 (3 min.)	10%
Assignment #3: Multi-component Research Project, as follows:	
Oral Presentation (5 minutes, 5-7 slides)	15%
Research Poster	10%
Research Essay (1250-1500 words)	15%
Final Exam (Part A: Grammar, Punctuation, Style; Part B: Content from lecture and assigned readings)	20%

Assignment Format

Written assignments are to be submitted in hard copy unless otherwise noted, typed, double-spaced, and stapled. When using sources in any written assignment, **you will be expected to follow IEEE standards for citation and documentation (as well as for formatting)**.

Submitting Assignments

Assignments are due in your tutorial on the date specified on the schedule. **Unless your instructor has granted you an extension, late assignments will be penalized at least a full letter grade and may not be accepted at all**. You must talk to your instructor/TA about extensions ahead of the due date; they are not automatic.

As noted below, in this course you will be required to submit the final version of each of your written assignments electronically as well, through the relevant "Assignment" link on your tutorial section's OWL site, to Turnitin.com.

Attendance policies

It should go without saying that attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy for this class:

- You may miss up to three hours of class meetings (the equivalent of one week of class) without explanation. That means that the first three class hours you miss will be recorded as absences but *excused provided you don't miss any more*.
- However, if you miss a total of four to nine class hours (the equivalent of up to three full weeks of class), your final grade will be reduced by 10% (e.g. an earned final grade of 80% will be reported as a final grade of 72).

- If you miss a total of more than nine hours of class meetings (the equivalent of more than three weeks of class meetings) your final grade will be reduced by 15% (e.g. an earned final grade of 80% will be reported as a final grade of 68).

This policy will be waived only for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting (e.g. if you've missed three hours, and need or want to miss another class meeting) discuss these reasons with your instructor within one week of that absence. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all of your instructors. See also: '**Medical Accommodation Policy**' below.

Note: a class meeting missed in order to write a test, exam, or other form of 'make-up class' in another course **will** count as non-attendance, and **will** attract penalties as defined above if applicable. Instructors at Western University **shall not require** a student to write a make-up test or similar at times which conflict with that student's other scheduled class times. If you are asked or 'required' to do this, you should immediately contact an academic counsellor in your Dean's office. If you elect to miss a Writing class in order to write such a test in another class, that is **your** choice; your absence will not be excused.

Attendance also extends to tardiness. If you are more than 20 minutes late to class, you will be penalized an hour of attendance. Please make every effort to be on time as late entry can disrupt the flow of discussion in our class. Early departures from class that have not been previously arranged with the tutorial leader will also be counted as an absence. If you leave during the break, you will be docked an hour of attendance.

Scholastic Offences, Including Plagiarism

All essays and assignments must be written **in your own words**. Whenever you take an idea or a passage of text from another author, you must acknowledge this debt by using quotation marks where appropriate and by proper referencing such as footnotes or in-text citations. Plagiarism also includes **double submission**: submitting work from one course for credit in another without written permission from both professors. Plagiarism is a major academic offence. Scholastic offences are taken seriously and attended by academic penalties that may include expulsion from the program. You may read the appropriate policy on what constitutes a Scholastic Offence at the following website:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Note: *In this course you will be required to submit an electronic copy of the final version of each of your written assignments to turnitin.com through your tutorial section's OWL site.*

Prerequisite Checking

Ensuring you have the correct prerequisite(s) is your responsibility. The following notation articulates the Senate regulation with respect to the student needing to be responsible for ensuring that course prerequisites have been completed successfully or special permission from the Dean obtained:

"Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

Medical Accommodation Policy

Western has a comprehensive policy covering requests for accommodation by students who are not registered with Student Accessibility Services. All students should review this policy here, under the heading 'Accommodation for Illness – Undergraduate Students', noting the procedures, restrictions, and notice requirements:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

In Writing courses, students covered by this policy who are seeking academic consideration must proceed as follows.

Writing Studies' Basic Policy: Students seeking academic consideration on medical or any other grounds for any missed tests/exams, class attendance/participation components, or late or missed assignments must either initiate a Self-Reported Absence (for a grade component worth up to 30% of their final grade, but excluding final exams scheduled during the exam period) or apply in person to the Academic Counselling or Undergraduate office of their home Faculty and provide a Student Medical Certificate (SMC) or other supporting documentation as required in accordance with official Western policy (linked above).

Students seeking academic consideration must communicate with their instructors no later than 24 hours after the end of the period covered by either:

- i. A Self-Reported Absence, or
- ii. Academic consideration supported by the Academic Counselling Office.

Exception: In Writing Studies courses, a student seeking academic accommodation on non-medical grounds for any missed in-class tests/exams, class attendance/participation components, or late or missed assignments worth less than 10% of a final grade may first consult directly with her or his instructor, who will – in his or her discretion – elect either to make a decision on the request directly or instruct the student to follow the procedures set out in Writing Studies' Basic Policy (above).

Please note that individual instructors will not under any circumstances accept or read medical documentation directly offered by a student, whether in support of an application for accommodation on medical grounds or for related reasons (e.g. to explain an absence from class which may result in a grade penalty under an 'Attendance' policy in the course). All medical documentation must be submitted to the Academic Counselling or Undergraduate office of a student's home Faculty.

Students who are or who feel they should be covered under Student Accessibility Services should review Western policy here:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10

Students who are in emotional/mental distress should refer to MentalHealth@Western (<https://www.uwo.ca/health/>) for a complete list of options about how to obtain help.

Special Requests: Special Examinations, Incomplete Standing, Aegrotat Standing

Please refer to the "Information for All Students in a Writing Course" for more detailed information. Briefly, remember that your instructor does not have the discretion to initiate, consider, or grant (or not) such requests; you must go directly to the Dean's office of your home faculty.

Class Meeting and Reading Schedule

Note: Quiz dates are tentative and may change depending on how much material we have (or have not yet) covered since the previous quiz. Quizzes will never be moved up—only back—and advance notice will be given by your TA if/when such a scheduling change occurs.

As a general point about electronic devices in the classroom, note as well that while laptops or tablets are certainly encouraged for note-taking purposes, **cell phones are not permitted to be at hand or anywhere in view during class**. All phones must be turned off and kept in knapsacks/purses until class has concluded. If I feel that this classroom expectation regarding cell phones is not being respected, I reserve the right to ban all electronics from class for the remainder of term.

Date	Lecture/Tutorial Focus	Readings
Jan. 8 Tutorial	Introduction to the course/syllabus; Discussion of Assignment 1 Grammar basics: word classes	<i>Canadian Writer's Handbook (CWH)</i> : Chapters 6 (all), 7a-b, 8a-f, 10-13 (all) <i>Engineering Communication (EC)</i> : pg. 130-36, Appendix C (pg. 337-39, 342-45), Appendix D, Appendix E
Jan. 15 Tutorial	Assessing the rhetorical situation: Purpose, genre, and audience Grammar basics continued: Sentence elements (clauses and phrases)	CWH : Ch.1 a-b, 3 (all), 5a-c EC : Introduction, Ch. 1, Appendix A, Appendix B (pg. 328-35)
Jan. 22 Tutorial	Purpose, genre, and audience Writing correctly: Sentence boundary errors Quiz 1	CWH : Ch. 2, 5a-c; EC : Ch. 4, 6 (pg. 213-16)
Jan. 29 Tutorial	Oral presentation basics Discussion of Assignment 2 Writing correctly: Punctuation Assignment 1 Due	CWH : Ch. 15-18, 25; EC : Ch. 9 (pg. 280-92, 297-306, 307-8), Appendix F
Feb. 5 Tutorial	Oral presentation basics Discussion of Assignment 3 Writing elegantly: Emphasis and "flow" (nominalizations, active vs. passive voice) Quiz 2	CWH : Ch. 4; EC : Ch. 3, 5, 6
Feb. 12 Tutorial	Employment Communications Assignment 2 Speeches	
Reading Week		
Feb. 26 Tutorial	Developing and Designing an Argument: Visual Rhetoric Faulty Parallelism; Modifier Problems	CWH : Ch. 1d-g, 5d-e, 5h; EC : Ch. 8, 9 (pg. 292-97, 306-7)

Mar. 4 Tutorial	Visual Rhetoric (cont.): Research Posters Quiz 3	CWH: Ch. 33, 34; EC: Ch. 2, 8
Mar. 11 Tutorial	Citing, Incorporating, and Documenting Sources Oral Presentations (Group 1)	CWH: Ch. 34, 36
Mar. 18 Tutorial	Strategies for Engaging with Sources Effectively Oral Presentations (Group 2) Assignment 3 Research Poster Due	
Mar. 25 Tutorial	IEEE Citation and Documentation Research Essay Tips and Strategies Research Essay Peer Review	CWH: Appendix A; IEEE Citation and Documentation Guide (linked on syllabus)
Apr. 1 Tutorial	Exam Review Assignment 3 Research Essay Due Exam Review	