Prerequisite(s): None

Course Objectives:
This course provides graduate engineering students with the skills to communicate technical information to various audiences for various purposes. Principles and strategies are applied to engineering documents including lab reports, job application materials, engineering ethics, and business correspondences. Techniques for preparing and delivering effective presentations, guidelines for working effectively as a team; methods of literature search and guidelines for preparing theses and dissertations are covered.

Course Text:

Recommended Reading:

Grading/Evaluation: Grades will be computed from the following:

- 3 Power Point presentations 45%
- Journal Article analysis 10%
- Abstract/summary 10%
- Instructions Guide 15%
➢ Informational Interview 10%

➢ Resume/Cover Letter 10%

Grades:

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

Classroom Policies:

Attendance is mandatory. Failure to attend class will result in an F grade.

Please silence cell phones during class. Exceptions will be made for students’ on-call and in emergencies.

Tentative Schedule

Wk 1: Course Introduction: Principles of engineering communications
  Noise and the Communication process

Wk 2: Audience analysis

Wk 3: Guest Speaker: Library: Searching literature
  Summarizing, paraphrasing, quoting, literature search & referencing

Wk 4 Oral Presentation: Guidelines: Prepare-Practice-Deliver

Wks 5-7 Power Point Presentations (Current Trends/Technology)

Wk 8 Guidelines for preparing Instructions

Wk 9 Job Application materials: Resume/cover letter/interview preparation
Wk 10: Ethics cases evaluation

Wks 11 & 12: Oral Presentations—engineering ethics

Wks 13 & 14: Proposal/Dissertation Guidelines

Wk 15: Guest Speaker: Preparing Theses and Dissertations for Graduate School

University Emergency Procedures

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program.

Emergency response information is available on posters in buildings on campus, available on the BERT website at www.bert.siu.edu, Department of Public Safety’s website at www.dps.siu.edu (disaster drop down) and in Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.