

IME 1020: TECHNICAL COMMUNICATION
Required Course
COURSE SYLLABUS—Spring 2011

2010—2011 Catalog Data: Principles of objective presentation of factual material in written, oral, and electronic communication, with emphasis on the research process. Content, format, and mechanics, as well as a clear, concise style are important components of individual and collaborative assignments. (3 credits)

IME 1020 fulfills the requirement for General Education Writing Course, Proficiency 1.

Prerequisite: Placement into College-Level Writing or ENGL 1000.

Students who enroll in IME 1020 should have the following basic skills:

- The ability to take organized notes from a lecture and outline salient points in a college text.
- A basic knowledge of the essential elements of English grammar, mechanics, and sentence structure—determined by a screening exam and writing sample at the outset of the semester; students who score below the mean for Western students will be referred to the Writing Center for tutoring.
- Familiarity with computerized word processing software.
- Some familiarity with the research process, including the electronic library systems and standardized research formats.

Textbooks: Gurak, L. J., & Lannon, J. M. (2010). *Strategies for technical communication in the workplace*. New York: Pearson.
 Aaron, J. E. (2008). *The Little, Brown essential handbook* (6th ed.). Pearson-Longman.
A study guide to IME 1020: Technical Communication. (2010). Stipes Publishing.

Course Coordinator: Mr. Thomas Swartz, Master Faculty Specialist, Industrial and Manufacturing Engineering; Office: CEAS F-224; Phone: 276-3376; Office Hours: M/W 12:00—1:30 (or by appointment); e-mail: Thomas.Swartz@wmich.edu

Course Objectives	Performance Criteria (department) ¹ Course	ABET/EAC/ TAC Outcomes ²
1. Demonstrate careful editing and proofreading skills in composing technical documents and selecting proper formats and styles for intended audiences	(G3/g3) Compose a series of correctly formatted and clearly and concisely written letters, memorandums, and proposals	G/g
2. Using secondary information, organize and write a short research paper in APA format on a current technical or scientific topic in the student's intended area of study	(G3/g3) Write a research paper of appropriate length and depth (specified in course Study Guide) that reflects mastery of writing and research skills and development of critical thinking	G/g*
3. Develop oral presentation skills for specific situations and audiences	(G4/g4) Present findings from research paper to the class using appropriate delivery skills and visual aids	G/g
4. Understand the importance of lifelong and service learning by attending university, college lectures and sponsored activities, and/or student professional society meetings	(I2/h2) File timely activity reports to verify attendance at and to reflect on the significance of the event	I/h
5. Explore and enhance professional career	(h3) Successfully complete two or	h*

options	more career development activities by writing an employment letter, résumé, or career report, and/or attending Career Services presentations or activities and/or registering with the BroncoJobs database	
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¹**Performance Criteria:** IME performance criteria may be found at <http://www.wmich.edu/ime>

²**ABET/EAC/TAC Outcomes:** Outcomes may be found at <http://www.abet.org> (EAC and TAC outcomes are indicated with upper and lower case respectively.)

***results tracked in ABET course notebooks**

Topics and Schedule

Review of Basic English Grammar	1 week
Technical Communication Theory	2 weeks
Letters, Memos, and Short Reports	2 weeks
Written Procedures and Instructions	1 week
Group Work and Design	1 week
Research Writing	3 weeks
Oral Communication	2 weeks
Lifelong and Service Learning	1 week
Career Development and Exploration	1 week

Computer Usage: Students will use computers to word process their assignments; presentation software will be used during oral reports; Internet browsing software, electronic database searching, and electronic communication are also a component of this course.

Library Usage: Students will make frequent use of Waldo Library and its electronic databases to retrieve materials for research writing. Additionally, students will be given a library literacy presentation and will complete an electronic library tutorial.

Professional Development: Students will be introduced to BroncoJobs and WMU Career Services. IME 1020 awards students credit for attending and participating in Engineering Opportunity Day and other career related sessions.

General Grading Rubric for Short Writing Assignments

Unless otherwise stated, point distribution for short writing assignments will be 50% grammar and mechanics and 50% content and format.

Detailed grading forms for the **Research Paper** and the **Oral Report** are included in the course *Study Guide*.

Schedule of Assignments: Each instructor will provide his/her students with a detailed schedule of assignments including due dates and specific guidelines. Students who have questions about course content or requirements should first contact their course instructor and, if necessary, the course coordinator.

Attendance Policy: Successful completion of IME 1020 requires attendance and timely arrival to class. Students are permitted to miss class a total of one week (two times in a class meeting twice per week or three times in a class meeting three times per week) without penalty. Students will be penalized five points for each additional absence. No distinction is made between excused and unexcused absences. Students who have serious

problems that prevent them from attending class should meet with the Dean of Students. Late arrivals to class, especially habitual late arrivals, will be treated the same as absences.

Late Assignments: Assignments are due at the beginning of the class period on the due date. Students are permitted to turn in one short assignment late, without penalty. A late assignment must be turned in within one week of the due date. Additional late assignments will not be accepted. The research paper must be turned in on time. Late research papers will not be accepted.

Academic Honesty: You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate and Graduate Catalogs that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. [The policies can be found at <http://catalog.wmich.edu> under Academic Policies, Student Rights and Responsibilities.] If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.”

In addition, students should go to <http://osc.wmich.edu> and www.wmich.edu/registrar to access the Code of Honor and general academic policies on such issues as diversity, religious observance, student disabilities, etc.

Expectations: Students are expected to:

1. Attend and fully engage in each class; students who use class time for homework in other courses or who use electronic devices for non-class related activities will be removed from the course;
2. Complete all assignments by due date (no exceptions);
3. Complete all in-class assignments (no make-ups);
4. Display the ethical standard of the engineering profession.

Prepared by: **Thomas Swartz**

Date: **December 15, 2010**