

## IME 3160--Report Preparation—Spring 2011

**Thomas Swartz**

Office: F-224 CEAS

Hours: MW 12:00—1:30

or by appointment

Phone: 276-3376 (Call during office hours.)

E-mail: Thomas.Swartz@wmich.edu

**Catalog Description:** Learning techniques and procedures for preparation of technical documents. Intensifying critical, analytical process of thinking, and executing writing and oral strategies for different situations. **Prerequisite:** IME 1020, Junior standing.

*IME 3160 fulfills the requirement for Writing Courses (Proficiency 2).*

**Texts and Materials:** Required texts are Harty, *Strategies for business and technical writing* (7<sup>th</sup> ed.); Aaron, *The Little, Brown essential handbook* (6th edition).

**Course Coordinator:** Mr. Thomas Swartz, CEAS F224, (269) 276-3376, [Thomas.Swartz@wmich.edu](mailto:Thomas.Swartz@wmich.edu)

Course Objectives	Performance Criteria (department) <sup>1</sup> Course	ABET/EAC/ TAC Outcomes <sup>2</sup>
1. Demonstrate knowledge of business formats for letters, memorandums, and short reports through clear, concrete, and concise writing both individually and as part of a team	(G3/g3) Compose a series of correctly formatted and clearly written letters, memorandums, and proposals	G/g
2. Understand the ethical implications of report writing	(F2/i2) As part of a group, explore NSPE Code of Ethics and write a report based on findings	F/i*
3. Develop employment skills following current practices for résumés and cover letters	(I3/h3) Identify a specific technical job and write an appropriate cover letter and résumé that reflects current practices	I/h
4. Incorporate research into reports using electronic and print media and verify and document those resources appropriately	(G3/g3) Investigate a specific topic related to intended major and compose a selected review of literature following APA guidelines for documentation	G/g*
5. Present ideas in writing and orally in an organized, concise, and effective manner individually and as part of a team	(G2, G4/g2, g4) As part of a group, identify three poorly designed graphics, analyze the flaws, and correct the graphics appropriately with results presented in both a written and an oral report	G/g*
6. Intensify critical and analytical thinking as expressed in written forms meeting baccalaureate level writing criteria	(G1, G3, G4/g1, g3, g4) As part of a group, conduct a survey, analyze the results, and present findings in both a formal written report and an oral presentation	G/g

<sup>1</sup>**Performance Criteria:** IME performance criteria may be found at <http://www.wmich.edu/ime>

<sup>2</sup>**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:**

1. Technical Writing and Professional Communication: Goals and Theories (1 week)
2. Business Letters: Style and Format (1 week)
3. Proposal Writing (1 week)
4. Resumes and Employment Correspondence (1 week)
5. Memorandums and Short Reports (2 weeks)
6. Case Studies and Problem Solving: Practical Applications of Communication Theory (2 weeks)
7. Research Methods: Library, Data Base, and Internet (1 week)
8. Literature Review: Style and Content (1 week)
9. Design and Use of Visual Aids (1 week)
10. Formal Analytical Reports (2 weeks)
11. Oral Presentations (2 weeks)

**Evaluation:** Your grade is based upon the point total of your performance in meeting the course requirements. *Sample evaluation sheets for individual assignments are posted in E-Learning.*

Assignment	Points	Your Score
<b>Group Work</b>		
Project One: Ethics	20	
Project Two: Graphics	30	
Survey Proposal & Questionnaire	10	
Survey Project Progress Report	10	
Project Three Survey Report	50	
Project Three Presentation	25	
<b>Individual Assignments</b>		
Lit. Review Proposal	10	
Cover Letter	25	
Résumé	25	
Survey Assessment Report	20	
Literature Review	75	
Exam #1	50	
Exam #2	50	
Final Exam	100	
<b>Total Points</b>	<b>500</b>	

**Final Grade Scale**

- A = 500-460
- BA = 459-440
- B = 439-410
- CB = 409-390
- C = 389-360
- DC = 359-340
- D = 339-300
- E = 299 or less

**Computer Usage:** All written assignments prepared outside the classroom are required to be computer word-processed. The use of Microsoft Word is recommended. The use of graphing, spreadsheet, and presentation software (such as PowerPoint) is used in the preparation of reports and the Oral Presentations. Use of Netscape, Windows, and the University Libraries' computer network is also necessary for research purposes. WebCT will be used as a communication tool. Lecture notes, assignment samples, and assignment evaluation forms are posted there.

**Library Usage:** Use of the Library is necessary for completion of the Review of Literature paper and recommended for the Survey Analysis Report. Students should make use of the Library for all other assignments, as needed, to properly research and document their reports.

**Written and Oral Communications:** This course is an intensive study of Written and Oral Communication in the technical and business world. All assignments are devoted to this topic.

**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 computers 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.

**Assignments** are due at the **beginning** of the class period on the due date. If you know that you must miss a class, arrange for completion of assignments in advance of due dates. Or in plain English: plan ahead.

**Late Assignments:** One late short assignment will be accepted without penalty. The Review of Literature and the Formal Survey Analysis Report will receive a grade penalty for lateness. Missed in-class assignments cannot be made up.

**Attendance:** Regular attendance is required. You may miss one class without penalty. Your grade will be lowered one (1) letter grade for each additional absence. If you must miss class, have a friend take notes and handouts and hand in your work for you. Chronic late arrivals and early departures from class will also be noted and final grades adjusted accordingly.

**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, you are encouraged to go to <http://osc.wmich.edu> and [www.wmich.edu/registrar](http://www.wmich.edu/registrar) to access the Code of Honor and general academic policies on such issues as diversity, religious observance, student disabilities, etc.

**Failure** to submit a Review of Literature or a formal Survey Analysis Report will result in a failing grade for the semester.

**Additional Requirements:** All homework assignments are to be computer word-processed.

Because you have attained Junior status, you are encouraged to join your undergraduate professional society, Institute of Industrial Engineers (IIE) or Institute of Electrical and Electronic Engineers.