Curriculum Course Request WES Change Course IEE 1020 - A-2018-IEM-90; effective term: 202040

Steven E Butt

Tue 12/18/2018 7:13 PM

To Raja G Aravamuthan <raja.aravamuthan@wmich.edu>; Said M Abubakr <said.abubakr@wmich.edu>;
Cc: Holly Blanks <holly.blanks@wmich.edu>;

2 attachments (39 KB)
Syll-IEE1020-Fall 2018 with Essential Ed-2.docx; IEE 1020 WES SLOs.docx;

Please verify your data for New Curriculum Course Request for department: IEM; college: A.
Go to the following URL to complete your worklist items: https://bwfg1.cc.wmich.edu:7102/wfbprod

Date of request: 19-NOV-2018

Request ID: A-2018-IEM-90

College: A

Department: IEM

Initiator name: Larry Mallak

Initiator email: Larry.mallak@wmich.edu

Proposed effective term: 202040

Does course need General Education approval?: Y

Will course be used in teacher education?: N

If 5000 level course, prerequisites apply to: U

Proposed course data:
WES Change Course IEE 1020
Specific Course Change type selected: WMU Essential Studies - Level 1: Foundations

1. Existing course prefix and number:
   IEE 1020

2. Level 1: Foundations
   Indicate which course category the course should be placed in:
   Writing

3. How are you going to address this in your course?

https://outlook.office.com/owa/?realm=WMICH.EDU&exsvuri=1&ll-cc=1033&moduri=0
K. Student or external market demand. What is your anticipated student audience? What evidence of student or market demand or need exists? What is the estimated enrollment? What other factors make your proposal beneficial to students? Initial Essential Studies review and approval

L. Effects on resources. Explain how your proposal would affect department and University resources, including faculty, equipment, space, technology, and library holdings. Tell how you will staff additions to the program. If more advising will be needed, how will you provide for it? How often will course(s) be offered? What will be the initial one-time costs and the ongoing base-funding costs for the proposed program? (Attach additional pages, as necessary.) Fall & Spring semesters--approximately 16 sections offered with 20 student capacity. Not offered online. All sections use the same syllabus and same assessments. The course coordinator oversees all IEE 1020 instructors and ensures content, assignments, and assessments are uniform across all sections.

M. With the change from General Education to WMU Essential Studies, this question is no longer used.

For courses requesting approval as a WMU Essential Studies course, a syllabus identifying the student learning outcomes and an action plan for assessing the student learning outcomes must be attached in the Banner Workflow system.

Not Applicable

N. (Undergraduate proposals only) Describe, in detail, how this curriculum change affects transfer articulation for Michigan community colleges. For course changes, include detail on necessary changes to transfer articulation from Michigan community college courses. For new majors or minors, describe transfer guidelines to be developed with Michigan community colleges. For revisions to majors or minors, describe necessary revisions to Michigan community college guidelines. Department chairs should seek assistance from college advising directors or from the admissions office in completing this section. Initial Essential Studies review and approval

O. Current catalog copy:
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.

Prerequisites & Corequisites: Prerequisite: ENGL 1000 or placement into College-level writing.

Credits: 3 hours

Lecture Hours - Laboratory Hours: (3 - 0)

P. Proposed catalog copy:
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. This course meets the student learning outcomes in the WMU Essential Studies Level 1-Foundations, Writing Course Category.

Prerequisites & Corequisites: Prerequisite: ENGL 1000 or placement into College-level writing.

Credits: 3 hours

Lecture Hours - Laboratory Hours: (3 - 0)

Department Curriculum Chair approver: Larry Mallak

https://outlook.office.com/owa/?realm=WMICH.EDU&exsvurl=1&ll-cc=1033&modurl=0
IEE 1020: TECHNICAL COMMUNICATION
Required Course
COURSE SYLLABUS—Fall 2018
(All Sections) Rev. 12/18/18

2018—2019 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. IEE 1020 fulfills the requirement for WMU Essential Studies Level I—Foundations, Writing. (3 credits)

Through this course students will (1) Demonstrate effective and appropriate written communication abilities and (2) Demonstrate and apply information literacy.

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

Students who enroll in IEE 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.


Course Coordinator: Mr. Thomas Swartz, Master Faculty Specialist, Industrial and Entrepreneurial Engineering & Engineering Management; Office: CEAS F-224; Phone: 276-3376; Office Hours: W 5:30-6:30; R 12:30-2:30 or by appointment; e-mail: Thomas.Swartz@wmich.edu

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Performance Criteria (department)^</th>
<th>Course Outcomes^</th>
<th>ABET/EAC/AC/ETAC Outcomes^</th>
<th>WMU Essential Studies Outcomes</th>
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</thead>
<tbody>
<tr>
<td>1. Demonstrate careful editing and proofreading skills in composing technical documents and selecting proper formats and styles for intended audiences</td>
<td>(G3/g3) Compose a series of correctly formatted and clearly and concisely written letters, memorandums, and proposals</td>
<td>G/g</td>
<td></td>
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<tr>
<td>2. Use 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</td>
<td>(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 The research paper must be of a scientific or technical nature, involving a current real-world engineering problem related to the student’s</td>
<td>G/g*</td>
<td></td>
<td>I Demonstrate effective and appropriate written communication abilities</td>
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</table>
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. IEE 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. Students must submit a research paper to receive a passing grade in IEE 1020.

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 IEE 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 and early departures from class, especially habitual late arrivals/early departures, 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 receive a passing grade.

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.

Students found guilty of academic dishonesty will receive a failing grade in the class.

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.

Disability Services for Students: To assure compliance with the Americans with Disabilities Act, faculty members at Western Michigan University need to know how a disability will impact student participation and work in courses. Any student registered with Disability Services for Students who would like to discuss
## Level I: Foundations
**Rev. 12/18/18**

### Writing Category

<table>
<thead>
<tr>
<th>WMU Essential Studies Student Learning Outcome</th>
<th>Assignments and/or Learning Activities that meet the criteria within the rubric that is aligned with the SLO</th>
<th>When the SLO assessment will take place</th>
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<tbody>
<tr>
<td>☒ Demonstrate effective and appropriate written communication</td>
<td>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. The research paper must be of a scientific or technical nature, involving a current real-world engineering problem related to the student's major or similar problem related to the student's major (if other than an engineering student). Topics must be approved by the instructor following feedback on the student's preliminary and formal topic proposals.</td>
<td>Interim work product is assessed at each of the following phases leading to the final paper submission: 1) proposal, 2) article analysis, 3) preliminary bibliography, and 4) outline. 5) Final report is assessed by the end of the semester</td>
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| ☒ Demonstrate and apply information literacy | The research paper requires multiple checkpoints with instructor feedback for assignments involving source selection including a Preliminary Proposal, Revised Proposal, Technical Article Analysis, Preliminary Bibliography, and an Outline. All students will also have one class session on information literacy presented by the Engineering Librarian team at Waldo library. The research paper addresses a current real-world engineering problem (or similar problem related to student's major). The final paper must cite at least 5 sources from journals, conferences, or trade magazines that have been published in the past two years. | The Preliminary and Revised Proposals and Article Analysis are assessed by the third quarter. The Bibliography, the Outline and Final Research Paper are assessed by the end of the semester |