Curriculum Course Request WES Change Course IEE 3160 - A-2018-IEM-103; effective term: 202010

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 (76 KB)
Revised Syll-IEE3160-Swartz-Fall 2018 Essential Ed Level II.doc; IEE 3160 SLOs for Level II Societies and Culture.doc;

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: 16-NOV-2018
Request ID: A-2018-IEM-103
College: A
Department: IEM
Initiator name: Larry Mallak
Initiator email: Larry.mallak@wmich.edu
Proposed effective term: 202010
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 3160
Specific Course Change type selected: WMU Essential Studies - Level 2: Exploration and Discovery

1. Existing course prefix and number:
IEE 3160

2. Level 2: Exploration and Discovery
Indicate which course category the course should be placed in:
Societies and Cultures

3. Indicate which ONE additional required student learning outcome the course will assess: (may NOT select category required
https://outlook.office.com/owa/?realm=WMICH.EDU&exsvurl=1&ll-cc=1033&modurl=0
Initial WMU 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.)

2-3 sections with capacity of 18 offered in Fall and Spring with one section of 18 generally offered in the Summer. Not offered online. All sections use the same syllabus and assessments. The course coordinator oversees all instructors and ensures uniform use of the syllabus, content, assignments, and assessments 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 WMU Essential Studies review and approval.

O. Current catalog copy:
IEE 3160 - Report Preparation
Learning techniques and procedures for preparation of technical documents. Intensifying critical, analytical process of thinking, and executing writing and oral strategies for different situations. This course is approved as a writing-intensive course which may fulfill the baccalaureate-level writing requirement of the student’s curriculum.

Prerequisites & Corequisites: Prerequisites: Junior standing and IEE 1020 or IME 1020 or ENGL 1050, with a grade of "C" or better in any prerequisite.

Credits: 3 hours

Lecture Hours - Laboratory Hours: (3 - 0)

P. Proposed catalog copy:
IEE 3160 - Report Preparation
Learning techniques and procedures for preparation of technical documents. Intensifying critical, analytical process of thinking, and executing writing and oral strategies for different situations. This course is approved as a writing-intensive course which may fulfill the baccalaureate-level writing requirement of the student’s curriculum. This course meets the student learning outcomes in the WMU Essential Studies Level 2 - Exploration and Discovery, Societies and Cultures Course Category.

Prerequisites & Corequisites: Prerequisites: Junior standing and IEE 1020 or IME 1020 or ENGL 1050, with a grade of “C” or better in any prerequisite.

Credits: 3 hours

Lecture Hours - Laboratory Hours: (3 - 0)
IEE 3160—Report Preparation—Fall 2018

Thomas Swartz  
Office: F-224 CEAS  
Hours: W 5:30—6:30,  
R 12:30-2:30 (CEAS F-224)  
or by appointment  
Phone: 276-3376 (Call during office hours.)  
E-mail: Thomas.Swartz@wmich.edu

Catalog Data: Learning techniques and procedures for preparation of technical documents. Intensifying critical, analytical process of thinking, and executing writing and oral strategies for different situations within a variety of corporate settings/cultures both national and international. Prerequisite: IEE 1020, Junior standing. IEE 3160 fulfills the requirement for Western Essential Education Level II—Exploration and Discovery: Societies and Cultures.

Through this course students will (1) Demonstrate effective and appropriate written communication, (2) Demonstrate effective and appropriate oral and digital communication.

Texts and Materials: Required texts are Pfeiffer, Pocket Guide to Technical Communication with Selections from Strategies for Business and Technical Writing (Custom WMU Edition); Aaron, The Little, Brown Essential Handbook (9th ed.).

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

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Performance Criteria (department)¹</th>
<th>Course ABET/EAC/ETAC Outcomes²</th>
<th>WMU Essential Ed. Outcomes (Level II)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>(G3/g3) Compose a series of correctly formatted and clearly written letters, memorandums, and proposals</td>
<td>G/g</td>
<td>(1) Demonstrate effective and appropriate written communication</td>
</tr>
<tr>
<td>2. Understand the ethical implications of report writing</td>
<td>(F2/i2) Use NSPE Code case studies, interview with professional, and personal experience to examine engineering ethics in a variety of settings</td>
<td>F/i*</td>
<td></td>
</tr>
<tr>
<td>3. Develop employment skills following current practices for résumés and cover letters</td>
<td>(I1/h3) Identify a specific technical job and write an appropriate cover letter and résumé that reflects current practices</td>
<td>I/h</td>
<td>(1) Demonstrate effective and appropriate written communication</td>
</tr>
<tr>
<td>4. Incorporate research into reports using electronic and print media and verify and document those resources appropriately</td>
<td>(G3/g3) Research an approved topic related to major, identify appropriate sources, and write a selected review or literature following APA guidelines for documentation</td>
<td>G/g*</td>
<td>(1) Demonstrate effective and appropriate written communication</td>
</tr>
<tr>
<td>5. Present ideas in writing and orally in an organized, concise, and effective manner individually and as part of a team</td>
<td>(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</td>
<td>G/g*</td>
<td>(2) Demonstrate effective and appropriate oral and digital communication</td>
</tr>
<tr>
<td>6. Intensify critical and analytical thinking as expressed in written forms meeting baccalaureate level writing criteria</td>
<td>(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</td>
<td>G/g</td>
<td>(2) Demonstrate effective and appropriate oral and digital communication</td>
</tr>
</tbody>
</table>

¹Performance Criteria: IEE performance criteria may be found at http://www.wmich.edu/iee
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 and participate in all in-class assignments including group meeting and tasks;
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 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. Use of E-learning Discussion Boards is required to receive credit for group assignments.

Because you have attained Junior status, you are encouraged to join your undergraduate professional society, American Society for Engineering Management, Institute of Industrial and Systems Engineers
### Western Essential Education Level II
#### Societies and Culture

**For IEE 3160**

<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>
</tr>
</thead>
</table>
| **X** Demonstrate effective and appropriate written communication | Compose a series of correctly formatted and clearly written letters, memorandums, and proposals. Identify a specific technical job and write an appropriate cover letter and résumé that reflect current practices  
Research an approved topic related to major, identify appropriate sources, and write a selected review or literature following APA guidelines for documentation | By end of second quarter  
By end of semester |
| **X** Demonstrate effective and appropriate oral and digital communication | 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.  
As part of a group, conduct a survey, analyze the results, and present findings in both a formal written report and an oral presentation | By end of third quarter  
By end of semester |