INSTRUCTOR: Karl Coulthard
Office: TEB 430
Email: kcoulth@uwo.ca
Office Hours: By appointment.

CONTACT HOURS: Lecture: F 11:30 am – 12:30 pm, SEB 2100
Tutorials: M 6:30 – 8:30 pm, SEB 1056
W 12:30 – 2:30 pm, P&AB 34
W 8 – 10 pm, SEB 2099

OBJECTIVES: In this course, you will learn how to interpret and communicate engineering innovations through professional writing and oral presentation. Emphasis will be on developing the practical business skills expected of a professional engineer. Upon completing this course, you should be able to persuasively and dynamically showcase your expertise to a wide variety of audiences. You will also learn to critically assess professional and public discourse relevant to your profession and develop an awareness of the social contexts and implications of engineering advancements.

PREREQUISITES: ES 1050
Unless you have either the prerequisites for this course or written special permission to enroll in it, you may be removed from this course and it may be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.


EVALUATION: Set of Instructions 15%
Proposal (500 words) 15%
Summary 20%
Recommendation Report (1200-1500 words) 25%
Short Presentation (2 min) 5%
Business Presentation/Pitch (4-5 min) 20%

1. In-class writing exercises and presentations must be completed on the date assigned. Make-up assignments will only be allowed in cases of documented illness or bereavement. The content of make-up assignments is solely at my discretion!
2. For the Proposal and Recommendation Report, you must submit a hard copy to the course locker (1-47 by the Engineering Undergraduate Office, SEB 2097) and also submit an electronic copy to the respective Assignments folder on the course OWL page by the appropriate deadline. Late submissions will have grades deducted at a rate of 5% per weekday, up to a maximum of five days, after which you will receive a grade of 0%. Late penalties apply unless both the paper and electronic submissions are delivered on time.
3. All online submissions will be scanned through turnitin.com. Penalties for plagiarism range from failure of an assignment to possible failure of the course.
4. Five weeks of tutorial classes are dedicated to the final Business Presentations. Each student may miss only one tutorial during this period. Any further absences will result in 10% being deducted per absence from said student’s own presentation grade. (For the Short Presentations, you are required to stay only for all the presentations on the date you are scheduled, although you are certainly welcome to observe other dates.)
**WEEKLY SCHEDULE:**

This is a general outline of topics and material to be covered over the semester. Certain elements may be changed as circumstances dictate.

- It is your responsibility to keep track of the course schedule and to check your Western email and the course OWL page regularly for updates about the course.
- As our lecture falls on a Friday, each week will begin with that class and end the following Wednesday.

September 9-14
- Introduction
- Proofreading: writing mechanics (Appendix A)
- Sign up for oral presentations

September 16-21
- Oral presentation skills
- Short Presentations

September 23-28
- Process writing (ch. 9)
- Short Presentations

September 30 – October 5
- Writing Proposals (ch. 14)
- Set of Instructions, written in tutorial

October 7-12
- Thanksgiving Day, no tutorial Monday, Oct. 10
- Library Research Session Friday, Oct. 7
- Integrating Secondary Sources
  - quoting and paraphrasing
  - citing in APA format

October 14-19
- Writing summaries
  - bridging critical reading and effective writing
  - Proposal due by 12:00 pm (noon) Tuesday, October 18

October 21-26
- Oral Presentation review
  - effective use of PowerPoint and Prezi
  - Summary, written in tutorial

October 28 – November 2
- Fall Study Break Oct. 27-28, no lecture Friday
- Business Presentations

November 4-9
- Writing professional reports (ch. 13)
  - organizing and presenting information persuasively
  - Business Presentations

November 11-16
- Proofreading: style (ch. 4)
  - Business Presentations

November 18-23
- Negotiating the language and discourse of professional politics
  - Recommendation Report due by 12 pm (noon) Tuesday, November 22
  - Business Presentations
November 25-30
  Resumes
  Business Presentations

December 2-7
  Resumes (cont.)
  Business Presentations (Monday tutorial)

**LEARNING OUTCOMES:** Upon successful completion of this course, the student will be able to:
1. write effectively using proper grammar, syntax, and punctuation.
2. create a clear set-of-instructions using effective writing and appropriate visuals.
3. properly quote, paraphrase, and cite secondary sources.
4. locate and evaluate published scholarship using library resources.
5. accurately summarize program related articles.
6. create a persuasive recommendation report using appropriate tone, format, and organization.
7. speak confidently and persuasively to an audience of peers.
8. prepare and deliver a compelling business presentation using appropriate verbal and non-verbal communication techniques and appropriate visual aids.

**ATTENDANCE:** Anyone who, in my opinion, is absent too frequently from class will be reported to the Dean (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean, said student will be barred from completing the course.

**CONDUCT:** You are expected to arrive at lectures on time and to conduct yourself during class in a professional and respectful manner that is not disruptive to others.

**SICKNESS:** Please inform me or your department chair if you have any health problems that could affect your performance in this course. Failure to communicate such concerns immediately (or as soon as possible thereafter) will have a negative effect on any appeal.

**ACCESSIBILITY:** Please contact me if you require material in an alternate format or if any other arrangements can make this course more accessible for you. You may also contact Services for Students with Disabilities (SSD) at 661-2111 x 82147 if you have any questions regarding accommodation.

**PLAGIARISM:** All essays and assignments must be written in your own words. Whenever you take an idea or a passage of text from another author, you must acknowledge this debt by using quotation marks where appropriate and through proper referencing such as footnotes or citations. Plagiarism also includes double submission: submitting work from one course for credit in another without written permission from both professors. Plagiarism is a major academic offence. Scholastic offences are taken seriously and attended by academic penalties that may include expulsion from the program. You may read the appropriate policy on what constitutes a Scholastic Offence at the following Web site:
HEALTH/WELLNESS: As part of a successful graduate student experience at Western, we encourage students to make their health and wellness a priority. Western provides several on campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your graduate degree. For example, to support physical activity, all students, as part of their registration, receive membership in Western’s Campus Recreation Centre. Numerous cultural events are offered throughout the year. Please check out the Faculty of Music web page http://www.music.uwo.ca/, and our own McIntosh Gallery http://www.mcintoshgallery.ca/. Information regarding health- and wellness-related services available to students may be found at http://www.health.uwo.ca/.

Students seeking help regarding mental health concerns are advised to speak to someone they feel comfortable confiding in, such as their faculty supervisor, their program director (graduate chair), or other relevant administrators in their unit. Campus mental health resources may be found at http://www.health.uwo.ca/mental_health/resources.html.
If, on medical or compassionate grounds, you are unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic accommodation will not be granted automatically on request. You must demonstrate to your department (or the Undergraduate Services office if you are in first year) that there are compelling medical or compassionate grounds that can be documented before academic accommodation will be considered. Different regulations apply to term tests, final examinations and late assignments. Read the instructions carefully. (see the 2016 Western Academic Calendar).

A. **GENERAL REGULATIONS & PROCEDURES**

1. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance.

2. Bring your request for academic accommodation to the attention of the Chair of the department (or the Undergraduate Services office if you are in first year) prior to the scheduled time of the test or final examination or due date of the assignment. If you are unable to contact the relevant person, leave a message with the appropriate department (or Undergraduate Services office, if you are in first year). The addresses, telephone and fax numbers are given at the end of these instructions. Documentation must be provided as soon as possible.

3. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of a test or exam reweighted on a retroactive basis is not permitted.

B. **TERM TESTS**

1. If you are unable to write a term test, inform your instructor and the Chair of your Department (or the Undergraduate Services Office if you are in first year) prior to the scheduled date of the test. If the instructor is not available, leave a message for him/her at the department office and inform the Chair of the Department (or the Undergraduate Services Office if you are in first year).

2. Be prepared to provide supporting documentation to the Chair and the Undergraduate Services Office (see next page for information on documentation).

3. Discuss with the instructor if and when the test can be rescheduled. **N.B.** The approval of the Chair (or the Undergraduate Services Office if you are in first year) is required when rescheduling term tests.

C. **FINAL EXAMINATIONS**

1. If you are unable to write a final examination, contact the Undergraduate Services Office PRIOR TO THE SCHEDULED EXAMINATION TIME to request permission to write a Special Final Examination. If no one is available in the Undergraduate Services Office, leave a message clearly stating your name & student number (please spell your full name).

2. Be prepared to provide the Undergraduate Services Office with supporting documentation (see next page for information on documentation) the next day, or as soon as possible (in cases where students are hospitalized). The following circumstances are not considered grounds for missing a final examination or requesting special examinations: common cold, sleeping in, misreading timetable and travel arrangements.

3. In order to receive permission to write a special examination, you must obtain the approval of the Chair of the Department and the Associate Dean and in order to apply you must sign a "Recommendation for a Special Examination Form" available in the Undergraduate Services Office. The Undergraduate Services Office will then notify the course instructor(s) and reschedule the examination on your behalf.

**N.B.** It is the student's responsibility to check the date, time and location of the special examination.

D. **LATE ASSIGNMENTS**

1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).

2. Be prepared to provide documentation if requested by the instructor (see reverse side for information on documentation).

3. If you are granted an extension, establish a due date. The approval of the Chair of your Department (or the Associate Dean if you are in first year) is not required if assignments will be completed prior to the last day of classes.

4. i) Extensions beyond the end of classes must have the consent of the instructor, the department Chair and the Associate Dean. Documentation is mandatory.

   ii) A Recommendation of Incomplete Form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the department Chair and the Associate Dean.
SHORT ABSENCES

If you miss a class due to a minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate.

EXTENDED ABSENCES

If you are absent more than one week or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. (Note drop deadlines listed below). You may want to seek advice from the academic counsellor in your Department or the counsellors in the Undergraduate Services Office if you are in first year.

DOCUMENTATION

If you consulted an off-campus doctor or Student Health Services regarding your illness or personal problem, you must provide the doctor with a Student Medical Certificate to complete at the time of your visit and then bring it to the Department (or the Undergraduate Services Office if you are in first year). This note must contain the following information: severity of illness, effect on academic studies and duration of absence.

In Case of Serious Illness of a Family Member: Provide a Student Medical Certificate to your family member's physician to complete and bring it to the Department (or the Undergraduate Services Office if you are in first year).

In Case of a Death: Obtain a copy of the death certificate or the notice provided by the funeral director's office. You must include your relationship to the deceased and bring it to the Department (or the Undergraduate Services Office if you are in first year).

For Other Extenuating Circumstances: If you are not sure what documentation to provide, ask the Departmental Office (or the Undergraduate Services Office if you are in first year) for direction.

Note: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offence (see below).

ACADEMIC CONCERNS

You need to know if your instructors have a policy on late penalties, missed tests, etc. This information may be included on the course outlines. If not, ask your instructor(s).

You should also be aware of attendance requirements in some courses. You can be debarred from writing the final examination if your attendance is not satisfactory.

If you are in academic difficulty, check out the minimum requirements for progression in the calendar. If in doubt, see your academic counsellor.

Calendar References: Check these regulations in your 2016 Western Academic Calendar available at www.westerncalendar.uwo.ca.

Absences Due to Illness - page 117
Academic Accommodations for Students with Disabilities - page 118
Academic Accommodations for Religious Holidays - page 119
Incomplete Standing - page 104
Scheduling of Term Assignments – page 97
Scholastic Offences - page 113
Special Examinations - page 132

Note: These instructions apply to all students registered in the Faculty of Engineering regardless of whether the courses are offered by the Faculty of Engineering or other faculties in the University.

Drop Deadlines: First term half course (i.e. “A” or “F”): November 5, 2016
Full courses and full-year half courses (i.e. “E”, “Y” or no suffix): November 30, 2016
Second term half or second term full course (i.e. “B” or “G”): March 7, 2017

Undergraduate Services Office: SEB 2097 telephone: (519) 661-2130 fax: (519) 661-3757
Dept. of Chemical and Biochemical Engineering: TEB 477 telephone: (519) 661-2131 fax: (519) 661-3498
Dept. of Civil and Environmental Engineering: SEB 3005 telephone: (519) 661-2139 fax: (519) 661-3779
Dept. of Electrical and Computer Engineering, Software Engineering
Mechatronics Engineering TEB 279 telephone: (519) 661-3758 fax: (519) 850-2436
Dept. of Mechanical and Materials Engineering: SEB 3002 telephone: (519) 661-4122 fax: (519) 661-3020

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