INSTRUCTOR: Karl Coulthard
Office: SEB 3001
Email: kcoulth@uwo.ca
Office Hours: Wednesdays 1:00 - 3:00 pm, or by appointment.

CONTACT HOURS: MF 10 am – 1 pm, W 10 am – 12 pm, SEB 3109

OBJECTIVES: In this course, you will learn how to collect, interpret, and communicate engineering research through professional writing and oral presentation. Emphasis will be on developing the practical business skills expected of an engineer with a professional graduate degree. 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 political discourse relevant to your profession and gain an awareness of the social contexts and implications of engineering research.

PREREQUISITES: Graduate student standing in MME or permission from the instructor.


EVALUATION:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set of Instructions</td>
<td>10%</td>
</tr>
<tr>
<td>Proposal</td>
<td>15%</td>
</tr>
<tr>
<td>Summary</td>
<td>15%</td>
</tr>
<tr>
<td>Research/Recommendation Report (1250 words)</td>
<td>30%</td>
</tr>
<tr>
<td>In-Class Presentations</td>
<td>10%</td>
</tr>
<tr>
<td>Research Presentation</td>
<td>20%</td>
</tr>
</tbody>
</table>

There will be three dates scheduled for these, and each student must deliver two presentations. These presentations will occupy the final week of class beginning June 16. Attendance is mandatory for all classes this week.

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. It is your responsibility to keep track of the course schedule.
2. For the Proposal and Research Report, you must submit a hard copy in class on the due date and also submit an electronic copy to the respective Assignments folder on the course OWL page. 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%.
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.

WEEKLY SCHEDULE:

May 12-16
Introduction (Monday’s class will be held in SEB 1056)
Effective writing (ch. 4 and appendix A)
Oral presentation skills (ch. 16)
Class presentations Friday, May 16

May 19-23
Victoria Day, no class Monday
Process writing (ch. 9)
Class presentations Friday, May 23
May 26-30
- Set of Instructions, written in-class Monday, May 26
- Class presentations Wednesday, May 28
- Proposal writing (ch. 14)

June 2-6
- Library research session Monday, June 2
- Writing summaries
- Proposal due Wednesday, June 4
- Summary, written in SEB 1015 Friday, June 6

June 9-13
- Professional report writing (chs. 10, 13)
- Guest Lecture on plagiarism Wednesday, June 11
  - Jaime Goodfellow, Research and Instructional Librarian

June 16-20
- Research presentations
- Research report due Monday, June 16

While every effort will be made to ensure that the final research presentations run on time, be prepared for the possibility that an additional class will need to be held on Monday, June 23.

**ATTENDANCE:**
Anyone who, in my opinion, is absent too frequently from class will be reported to the MME Professional Programs Associate Chair (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Associate Dean (Graduate), 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 the Associate Chair (Graduate), 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: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf.

**NOTICES:**
It is your responsibility to check your Western email and the course OWL page regularly for updates about the course.

**NOTE:**
The above topics and outline are subject to adjustments and changes as needed.