

IME 3160--Report Preparation—Fall 2008

Thomas Swartz

Office: F-224 CEAS

Hours: MW 12:00—1:30
or by appointment

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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 (6th ed.)*; Aaron, *The Little Brown essential handbook (6th edition)*.

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

Performance Objectives: Parenthetical notations refer to ABET Program Outcomes and Assessment, Criterion 3, a—k (Uppercase=EAC/Lowercase=TAC).

Students who successfully complete this course will:

1. Understand the importance of clear, concrete, concise writing (G/g);
2. Understand the ethical implications of report writing (F/i, G/g, J/j);
3. Intensify the critical, analytical process of thinking (K/a, I/h);
4. Experience the planning, preparing, editing, interpreting, and writing of technical documents (A/b, B/c, G/g, I/h);
5. Execute writing strategies for different situations both as individuals and part of a team (B/c, H/j, D/e);
6. Demonstrate competence in oral communications both individually and as part of a team (G/g, D/e); and
7. Develop writing ability to meet baccalaureate level writing criteria including career development strategies and lifelong learning (G/g, I/h).

Performance Criteria: Parenthetical notations following the Learning Outcomes refer to course's Performance Objectives. Students who successfully complete this course will be able to:

Learning Outcome 1:

Demonstrate knowledge of appropriate business formats for letters, memorandums, and short reports. (4, 5, 7*)

Learning Outcome 2:

Understand and develop employment skills following current practices for résumés and cover letters. (1, 2, 4, 3)

Learning Outcome 3:

Complete writing tasks in a clear, concise, efficient manner individually and as part of a team. (1, 2, 5, 7)

Learning Outcome 4:

Incorporate research into reports using electronic and print media and verify and document those resources appropriately. (3, 4, 5, 7)

Learning Outcome 5:

Present ideas orally in an organized, concise, and effective manner individually and as part of a team. (3, 6)

Topics:

Technical Writing and Professional Communication: Goals and Theories (1 week)
 Business Letters: Style and Format (1 week)
 Proposal Writing (1 week)
 Resumes and Employment Correspondence (1 week)
 Memorandums and Short Reports (2 weeks)
 Case Studies and Problem Solving: Practical Applications of Communication Theory (2 weeks)
 Research Methods: Library, Data Base, and Internet (1 week)
 Literature Review: Style and Content (1 week)
 Design and Use of Visual Aids (1 week)
 Formal Analytical Reports (2 weeks)
 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 WebCT.*

Assignment	Points	Your Score
Group Work		
Project One	20	
Project Two	30	
Survey Proposal & Questionnaire	10	
Progress Report	10	
Survey Report	50	
Presentation	25	
Individual Assignments		
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	
Total Points	500	

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 the exploration of 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.

CHEATING AND PLAGIARISM: You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate (pp. 271-272) [Graduate (pp. 24-26)] Catalog that pertain to Academic Integrity. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. 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 me if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.

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.