

# SYLLABUS & COURSE INFORMATION

## MEC 300 - TECHNICAL COMMUNICATION IN MECHANICAL ENGINEERING

### FALL 2019

#### Description

Aims to ensure proficiency in the types of communication necessary for success in the engineering profession. Provides students with the ability to apply their knowledge of correct written and spoken English to the diverse modes of communication encountered and used by engineers in the professional workplace.

*Prerequisites:* WRT 102; MEC Major; U3 or U4

*Corequisite:* MEC 317

0 credit, S/U grading

#### Instructors

- Thomas Cubaud ([thomas.cubaud@stonybrook.edu](mailto:thomas.cubaud@stonybrook.edu))  
Office hours: Monday 2:30 – 3:30 PM and Tuesday 12:00 – 2:00 PM (HE 218)
- David Hwang ([david.hwang@stonybrook.edu](mailto:david.hwang@stonybrook.edu))  
Office hours: Monday 1:00 – 4:00 PM (LE 107)

#### Writing Grader

- Coral Kopetz ([coral.kopetz@gmail.com](mailto:coral.kopetz@gmail.com))

#### Schedule

MEC 300 follows the schedule of MEC 317

#### Primary authorship

In MEC317, student groups conduct 10 laboratory experiments and submit a lab report for each. Primary authorship of the lab reports is rotated amongst members of a group. Each student is the primary author of at least 2 lab reports. Once a graded report is returned, the primary author can decide to submit the revised manuscript to fulfill the individual writing requirement of MEC 317. In order to obtain a satisfactory grade of S in MEC 300, a student having the role of a primary author must obtain at least 3 points in each of the category shown in the rubrics below. If a report does not meet basic standards, additional revisions are required until the report is deemed sufficient.

Writing points	Unsatisfactory 1	Developing 2	Satisfactory 3	Exemplary 4	Outstanding 5
<b>Clarity and organization</b>	Little evidence of attention to organization, ideas do not flow within paragraphs and in the document as a whole	Some attention to organization evident with either paragraph, sections, or in the overall document	Organization of thoughts does not detract from the clarity of the work, sequence of ideas could be improved	Organization of ideas is well conceived and add to the clarity of the work	Displays logically rigorous and engaging organization of thoughts, insightful scientific reasoning
<b>Style and grammar</b>	Generally limited or inappropriate vocabulary, regular and repeated grammatical errors	Often limited and at time inappropriate vocabulary, regular grammatical errors with examples of the correct forms	Generally effective use of vocabulary, avoids use of slang, grammatical error limited to likely typographical error	Uses effective and engaging language and word choices, consistently follows the rules of standard English	Uses specific terminology, combines practical and elegant word choices
<b>Presentation and format</b>	Document is poorly formatted, equations poorly typeset, tables and figures have no captions, text is not aligned, text/headings poorly paginated	Some attention to aesthetics is evident, but many aspects of acceptable presentation are missing	Clear attention to aesthetics, there is an apparent understanding that presentation style can enhance the clarity of the work	A clear effort is made to use presentation format to draw the reader's attention to important aspects of the work for enhancement of clarity	Adapts figures and tables to foster understanding of information, professional formatting of text and equations

## Grading

A student must receive an acceptable grade of at least 3 points in each of the rubrics on **1 lab report** in order to receive a satisfactory (**S**) grade for MEC 300.

The marks are as follows:

**S** = satisfactory – no additional work is required on the assignment. Students are encouraged to review comments made on the graded report used to fulfill the individual writing requirement, as an S grade does not imply perfection.

**R** = rework – the assignment must be redone

**X** = needs major rework – the assignment must be redone and the student should consult with the Writing Center.

If an **R** or **X** is received on an assignment, the author must resubmit the assignment and receive an **S** within 1 week after the manuscript is returned. Students are advised to do the assignment correctly the first time to avoid this situation.

## Stony Brook University Writing Center

Located in Humanities 2009, the Writing Center is a free resource available to students at any stage of the writing process. Appointments can be made online (<http://www.stonybrook.edu/writingcenter>) or in person.

COURSE LEARNING OBJECTIVES
1. Refinement of a student's writing style, organization, and clarity in drafting a technical report.
2. Elimination of common writing mistakes as the use slang, inconstant or improper use of tense, use of fragments or run-on sentences, unnecessary repetition of words or ideas, and not writing from the perspective of the reader
3. Knowledge of proper report formatting and ability to use modern typesetting, graphing, and analysis software to create a manuscript of professional appearance.

## STONY BROOK UNIVERSITY SYLLABUS STATEMENT

### Student Accessibility Support Center Statement

If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Student Accessibility Support Center, ECC (Educational Communications Center) Building, Room 128, (631)632-6748. They will determine with you what accommodations, if any, are necessary and appropriate. All information and documentation is confidential.

Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and Student Accessibility Support Center. For procedures and information go to the following web-

site: <http://www.stonybrook.edu/ehs/fire/disabilities>.

### Academic Integrity Statement:

Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Faculty is required to report any suspected instances of academic dishonesty to the Academic Judiciary. Faculty in the Health Sciences Center (School of Health Technology & Management, Nursing, Social Welfare, Dental Medicine) and School of Medicine are required to follow their school-specific procedures. For more comprehensive information on academic integrity, including categories of academic dishonesty please refer to the academic judiciary website at [http://www.stonybrook.edu/commcms/academic\\_integrity/index.html](http://www.stonybrook.edu/commcms/academic_integrity/index.html)

### Critical Incident Management

Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of University Community Standards any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and the School of Medicine are required to follow their school-specific procedures. Further information about most academic matters can be found in the Undergraduate Bulletin, the Undergraduate Class Schedule, and the Faculty-Employee Handbook.

### Equivalent Opportunity/Religious Absences:

Some students may be unable to attend classes on certain days because of religious beliefs. Section 224-a of the New York State Education Law provides that:

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study, or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study, or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, study, or work requirements, or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements, or registration held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.
6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.
7. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.
8. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the Regents of the University of the State of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised, or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States code.