

SYLLABUS & COURSE INFORMATION

MEC 300 - TECHNICAL COMMUNICATION IN MECHANICAL ENGINEERING

SPRING 2018

Description

This course aims to ensure proficiency in written technical communications as necessary for success in the engineering profession. It must be taken at the same time as MEC317. Revised laboratory reports are submitted for assessment of writing style and clarity of presentation. Additional revisions are required until reports are deemed sufficient.

Instructor

Prof. Thomas Cubaud (thomas.cubaud@stonybrook.edu)

Office hours

During MEC317 Labs: Tues, Thurs. 1:30 – 4:30 PM

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 on at least 2 lab reports. Once a graded report is returned, the primary author can decide to submit the revised manuscript to MEC300. In this case, the primary author revises the document, accounting for all comments and corrections made by MEC317 instructors. As MEC317 instructors are mainly grading for technical content, the student must read through it carefully to correct any grammatical errors, clarity/completeness issues, and formatting problems that he or she may have missed. The revised report is then submitted to MEC300 for grading.

It is the responsibility of the primary author to revise and submit the report to MEC300. The MEC300 grade for the report is applied to the **primary author only**. In addition, further revisions (if required) are the sole responsibility of the primary author.

Schedule

The due date of submission of a manuscript to MEC300 is **exactly one week** after MEC317 instructors return the graded report to the student. Additional lectures will be given on the Code of Engineering Ethics during the semester and announced on Blackboard.

Grading

A student must submit and receive an acceptable grade (see Rubrics) on **1 lab report** as well as pass the **Ethics exam** in order to receive a satisfactory (**S**) grade for MEC300.

The marks are as follows:

S = satisfactory – no additional work is required on the assignment. Students are encouraged to review comments made on the MEC300-evaluated report, 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.

Rubrics for Written Communication Assessment

	Unsatisfactory 1	Developing 2	Satisfactory 3	Exemplary 4	Points
1. Clarity and Organization	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 paragraphs, sections, or in the overall document	Organization of thoughts does not detract from the clarity of the work, sequence of ideas can be improved	Organization of ideas was well conceived and added to the clarity of the work	
2. Style/Grammar	Generally limited or inappropriate vocabulary, regular and repeated grammatical errors	Often limited and at times inappropriate vocabulary, regular grammatical errors with examples of the correct forms	Generally effective use of vocabulary, avoids use of slang, grammar errors limited to likely typographical mistakes	Uses effective and engaging language and word choices, consistently follows the rules of standard English	
3. Presentation	Document is poorly formatted, equations poorly typeset, tables and figures have no captions, text is not right justified, 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 has been made to use the presentation format to draw the reader's attention to important aspects of the work for enhancement of clarity.	

For students to pass the course, they must obtain a minimum of Satisfactory (3 points) in each of the three areas in the above table

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.
4. Utilize the Code of Engineering Ethics to analyze case studies found in engineering and business involving ethical questions

DISABILITY SUPPORT SERVICES (DSS) STATEMENT: If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Disability Support Services, 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.

[In addition, this statement on emergency evacuation is often included, but not required: Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and Disability Support Services. For procedures and information go to the following website: <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 are 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/uaa/academicjudiciary/>

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 Judicial Affairs 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.