

EE3013 – Technical Writing

COURSE OUTLINE

Section 01A – Fall 2003

Class Times: TTh 1:30 – 2:20

Lab Times: T 2:30–5:30

Class Room: Information Technology Centre ITC317

Instructor: Professor D. MacIsaac

Office: ITD418 (Information Technology Centre)

Office Hours: MW 12:30 – 1:30, or by appointment

Email: dmacisaa@unb.ca

Course Web Site: to be determined...

Course Description

Technical Writing is a Complimentary Studies Elective (CSE) which introduces students to the concepts of effective written communication as applied in both academia and industry. This course is intended to provide engineering students who are competent in English with the skills needed for effective and efficient writing in an engineering environment. It serves as a prelude to EE 4013 – “Senior Thesis Proposal” and EE 4023 – “Senior Thesis Project”, as a guide to writing formal and informal laboratory reports for other upper level engineering courses, and as an introduction to other types of technical writing such as technical correspondence and business reporting.

Prerequisites

Although there are no formal prerequisites for EE3013 it is assumed that all students entering this course have a firm grasp of english vocabulary and grammar. Students without this foundation may find it difficult to pass this course and are encouraged to develop their written and oral english skills prior to enrolling in EE3013.

Lab Sessions

Periodic lab sessions will be scheduled throughout the term. **These sessions are mandatory.** All students must ensure that they attend each session. Failure to do so may result in failure of the course.

Students are responsible for all material presented and all announcements made in lecture and lab sessions. This is especially important since Lab schedules will be discussed regularly during lectures.

Marking Scheme

Bibliography:	10%
Technical Report:	15%
Design Project:	15%
Lab Report:	20%
Final Exam:	40%

- A failing grade (< 50%) on the final exam may result in failure of the course.
- To obtain credit (> 0%) for the final exam, each student must **sign and submit a form acknowledging sufficient understanding of plagiarism**. This form must be submitted before submitting any work for grading.
- All cases of cheating and/or plagiarism will be reported to the university. Penalties can include failure of the activity in question or failure of the course (Remember that failing the exam in this course means failing the course!)
- Numerical Letter Grade Conversion:

A+	90-100	B-	70-72
A	85-90	C+	60-70
A-	80-84	C	50-60
B+	76-79	D	40-49
B	73-75	F	less than 40

Reference Materials

Text Book: R. Blicq and L. Moretto, *Technically Write!.*, 5th Edition, Prentice Hall, Scarborough, Ontario, 1998. – *Recommended*

HR Fowler, JE Aaron, M McArthur, *The Little, Brown Handbook*, 2nd Edition, Addison Wesley, Don Mills, Ontario, 1998. – *Optional*

K Barber Ed. *The Canadian Oxford Dictionary*, Oxford University Press, Toronto, Ontario, 1998. – *Recommended*

L Urdang, *The Oxford Thesaurus: An A-Z Dictionary of Synonyms*, Clarendon Press, Oxford, 1991. – *Recommended*