

**Summer 2017 Syllabus
ESE 300
Technical Communication for Electrical and Computer Engineers**

Instructor	Ron Marge
Class Number	ESE 300
Semester	Summer 2017 extended
Time	Mon & Wed Nights, 6:00 – 8:30 pm Start Wed., May 31st to Wed., July 19th
Classroom	Javits Lecture Hall 103
Office Hours	Wednesdays, 8:30 – 9:30 pm
Office	Light Engineering - Room 258
Email	Ronald.Marge@stonybrook.edu

Goals

The high-level goals of this class are as follows in accordance with professional engineering community standards:

- To improve your technical and scientific writing skills.
- To improve your technical presentation and public speaking skills.

Writers write and speakers speak—improve your skills through focused practice.

NOTE: Attendance at every lecture is MANDATORY.

Grading

Task	Point Value
Lab reports, writing assignments, speeches, etc.	45
Final project	25
Attendance	15
Final Exam	15
Total	100 points
Grade Ranges	
A	90 – 100
B	80 – 89.9
C	70 – 79.9
D	65 – 69.9
F	0 – 64.9

Weekly Writing Assignments (In class and Homework) and Speeches

Assignments will be posted on Blackboard. All assignments must be turned in ON TIME. PLEASE NOTE: weekly writing assignments turned in after the deadline will NOT be accepted. You must deliver speeches on the due date. I will not accept any late projects.

Note: If you write an unacceptable assignment, you will be given an opportunity to rewrite certain assignments based on my edits.

Also note that no assignments from current ESE 300 students will be used as examples (good or bad) in class.

Final Project: Team Writing and Presentations

This is an extremely important part of the course. Teams will be assigned and both a 10-page single-spaced proposal and a 13-minute oral presentation and slideshow (10 slides) must be created and delivered in front of the ESE 300 student body. The actual build/research/development is done over multiple weeks.

Attendance

Attendance at each lecture and for the Final Exam is mandatory. In my class, attendance counts for 15% of your grade. It is obviously important to me. Please take notice. No excuses except for medical (doctor's note must be given to me).

Required Reading

Barry J. Rosenberg, *Technical Writing for Engineers and Scientists*, Addison-Wesley, Upper Saddle River, NJ: May 2005.

Class Topics

The class is divided into two parts:

1. **Writing Boot Camp**--intense practice on the fundamentals of technical writing.
2. **Practical Writing**--the opportunity to practice the skills by applying them to common technical and scientific writing forms.

Proposed Structure

Class 1: Sentences and Paragraphs

Goals:

- To understand the requirements of ESE 300.
- To understand the value of technical communication to your careers.
- To write better sentences and paragraphs.
- To understand the history of technical writing and its evolution
- Ethics in Writing

Class 2: More Sentences and Paragraphs

Goals:

- To give and take writing criticism.
- To learn how to revise your writing.
- To write better introductions.
- To write better sentences and paragraphs.

Class 3: Audiences

Goals:

- To understand various audience parameters including vocabulary, sentence length, and learning style.
- To give and take writing criticism.

Class 4: Editing / Mechanics

Goals:

- To learn how to edit effectively.
- To develop editing diplomacy skills.

Class 5: Abstracts and Executive Summaries

Goals:

- To deliver executive summaries.
- To write abstracts.
- To review the course.

Class 6: Proposals

Goals:

- To write effective proposals and grant applications
- To find ways to enhance your writing productivity.
- Industry examples
- To write in Q&A format.

Class 7: Graphics, Typography, Layout

Goals:

- To learn the fundamentals of fonts.
- To learn the fundamentals of layout.
- To improve your tables and figures.
- To describe your writing process.

Class 8: Writing Manuals

Goals:

- To learn how to write an effective manual.
- To enhance sentence variety.

Class 9: Web Sites

Goals:

- To learn the elements of web page content/style.

Class 10: Reports

Goals:

- To enhance your skills writing lab reports.

Class 11: Practice Speech

Goals:

- To learn the secrets of effective oral presentations.
- To improve your speaking through practice and feedback.

Class 12: Elevator Speech

Goals:

- To learn how to mesmerize your audience.
- To improve your speaking through terror and feedback.

Class 13: One-on-Ones

Goals:

- To discuss the progress of your final project.

Class 14: Long Speech

Goals:

- To improve your speaking.

Abstracts and Executive Summaries

Goals:

- To deliver executive summaries.
- To write abstracts.
- To review the course.

PLEASE NOTE: Access to our class's on-line Blackboard site

You can access class information on-line at: <http://blackboard.sunysb.edu> If you have used Stony Brook's Blackboard system previously, your login information (Username and Password) has not changed. If you have never used Stony Brook's Blackboard system, your initial password is your SOLAR ID# and your username is the same as your Campus Net ID , which is generally your first initial and the first 7 letters of your last name (if you have a sparky account, it's your username).

For help or more information see:

<http://www.sinc.sunysb.edu/helpdesk/docs/blackboard/bbstudent.php> For problems logging in, go to the helpdesk in the Main Library SINC Site or the Union SINC Site , you can also call: 631-632-9602 or e-mail: helpme@ic.sunysb.edu.