

Course Syllabus

MEC 300: Technical Communication in Mechanical Engineering Spring 2018

Course Detail

Title	MEC 300: Technical Communication in Mechanical Engineering
Credit	1
Location	C605
Meeting Times	TBA Spring 2018
Prerequisites	WRT 102
Co-requisites	MEC 317

Instructor Detail

Instructor	Amin Fakhari, Ph.D.
Office	B620 Academic Building
Office Hours	Wed & Thu: 2:30-4:00 PM (and any other time by appointment)
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Course Description

This course aims to ensure proficiency in written technical communications as necessary for success in the engineering profession. This course must be taken at the same time as MEC 317. Revised laboratory reports of MEC 317 are submitted for assessment of writing style and clarity of presentation. Additional revisions are required until reports are deemed sufficient.

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.

Tools

Blackboard It is required that you use the [Blackboard](#) for this course. Blackboard is used for facilitation of communications between faculty and students, submission of assignments, posting of the course materials, important announcements, and grades.

Assignments

- Reports**
- Students perform at least 10 laboratory experiments in MEC317 and each group submits only one Lab Report for each experiment. Each group member will be First Author for at least 3 Lab Reports. Once the Lab Reports is graded by the MEC317 instructor and returned to the students, the First Author should revise the Report based on the instructor's comments and submit for MEC 300. Note that MEC317 instructor grades only based on technical contents and the student must read the Report carefully to correct any missed grammatical errors, clarity/completeness issues, and formatting/style problems. The MEC300 grade for the Report is applied to the First Author only. Moreover, submission of further revisions of the Report (if required) is the responsibility of the First Author.
 - All Lab Reports should be typed.
 - Reports must be submitted on Blackboard and also handed in on the specified due date.
 - For submission on Blackboard, please name the PDF file of your revised Report as MEC300_Exp_#_Group_# (e.g., MEC300_Exp_1_Group_1). There is no need to include your Pre-Lab Reports and handwritten data.
 - I will not accept your reports sent to my email address.
 - The due date of submission of each Report for MEC300 is exactly one week after MEC317 instructor return the graded report to the student.
 - For each day your Lab Report is late, its grade will be reduced by 10%, regardless of who was the First Author of the Report. No exceptions will be made.

Examinations

Ethics Exam TBA (Probably the last week of May)

- (I) The exam is closed book/notes.
- (II) There will be no make-up exams unless arranged prior to the exams or provided me an official proof of the reason.

Grading

In order to receive a Satisfactory grade for MEC300, students must receive a minimum of Satisfactory grade (S) in each of the three areas mentioned in the below Rubric on each submitted Report and also pass the Ethics Exam. The grades for each Report are as follow:

- **E** (Exemplary)
- **S** (Satisfactory): No additional work is required on the Report but it does not imply perfection. The student is encouraged to review the instructor comments.
- **R** (Rework): The Report must be redone.
- **U** (Unsatisfactory): The Report needs major rework and it must be redone. Moreover, the student must consult with the Writing Center.

If a grade **R** or **U** is received on a Report, the First Author must revise and resubmit the Report to receive a grade **S** within 1 week after the Report is returned. Students are advised to do the Reports correctly at the first time to avoid this situation.

Rubrics for Written Communication Assessment

Grade Area	Unsatisfactory (U)	Rework (R)	Satisfactory (S)	Exemplary (E)
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.
Style and 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.
Presentation	Document is poorly formatted, equations poorly typeset, tables and figures have no captions, text is not right justified, and 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.

Syllabus Disclaimer

The instructor views the course syllabus as an educational understanding between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email or in the course site Announcements. Please remember to check your SBU email and the course site Announcements often.

Subject to Change Notice

All materials, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.

Disability Support Services (DSS) Statement:

If you have a physical, psychological, medical or learning disability that may impact your course work, please contact One-Stop Service Center, Academic Building A201, (82) 32-626-1117. 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 One-Stop Service Center.

Critical Incident Management Statement:

The State University of New York, Korea 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.