Instructor: Mark Spielmacher
E-mail: msspielm@artsmail.uwaterloo.ca
Office Hours: Thursday, 11:00-12:00 and 3:00-4:00 in PAS 2082
Lecture: Tuesday, 2:30-3:20 in EIT 1015
Tutorial: attend only the tutorial section listed on your schedule. You are required to attend <u>all</u> tutorial workshops, beginning in the first week
Teaching Assistant, contact information, and office hours:

Course Description: This course is designed to give you instruction and practice in the oral and written forms of communication that you as a Math and/or Computer Science student will need in the academic environment and in the workplace. Much of the work that you do this term will rely on your co-operation as a member of a team. It is crucial that you attend both the lectures and the workshops regularly, and participate in teamwork that may take place outside of class time*.*

Learning Objectives: By the end of the term you will have gained the confidence in your own ability to conduct research and complete a variety of projects; you will also have a portfolio of sample written documents to show potential employers. In addition, you will acquire confidence in working as part of a team, communicating, practising professional behaviour, and making oral presentations.

<u>Please note</u>: this is not an English language course. It is strongly recommended that you achieve the English Language Proficiency Exam (ELPE) milestone *before* taking this course. If English is your second language, you will need to demonstrate a high level of competence in English in order to succeed in this course.

Required Text: Alred, Brusaw and Oliu, *Handbook of Technical Writing* 9th ed. Bedford/St. Martin's.

Class Schedule: A detailed class schedule is attached to this outline. Consult it regularly, as it contains a list of lecture topics, required reading, workshop activities, and due dates for assignments and other workshop requirements. Please note that <u>you are required to bring your textbook to all workshops</u>, and <u>attendance in all of the workshops is mandatory</u>**.**

Assignments / Marking Scheme:

1. Professionalism and Participation (10%). This grade will be based on attendance, participation, and professional conduct in the workshops. Students are expected to attend all lectures and workshops, complete all in-class written exercises and group work, and *behave in a professional manner at all times*. Arriving late generally disrupts classroom activities; latecomers will therefore be penalized unless a valid excuse is provided in writing. Chronic lateness will affect your grade, as will unexplained and unwarranted absence.

2. Resume/Cover letter assignment (10%). Based on guidelines provided in the lecture and tutorial workshop, and using information that will be provided on UW-ACE, compose a resume and cover letter for an imaginary student. Full assignment guidelines will be made available on UW-ACE.

3. Process/Instructional Document (10%). This assignment will be begun in the workshop and completed outside of class. It will involve the critical analysis and/or revision of an instructional document for an imaginary device.

4. Team Research Project (70%). Project topics will be made available during the week of January 24. The end product of this project will be formal research report and presentation, along with any additional products your team feels are suitable (for example, a Web site). Your intended audience will be someone in the Faculty of Mathematics. The report will also have relevance to multiple stakeholders, whom you will determine in the course of your work. All information relevant to this project will be made available on UW-ACE.

All team members are required to participate in the research, analysis, design and composition of the report, and to play an active role in the design and delivery of the presentation, which will take place in the last week of the term. Time will be allotted during the workshops for team meetings, but you will find it necessary to hold team meetings outside of class, as well.

All students are required to act as team coordinator for one week, to report on the team's progress, to bring drafts of work as required, to attend all team meetings, and to act in a professional manner – just as you would in an employment setting. **Students who do not participate fully in the teamwork for this project may forfeit some or all of the individual and team grades for the project.**   This major project is broken down into several assignments:

> **a) Project Proposal (5% shared grade)**. As a team, design a workable proposal for the team project. Guidelines for designing an effective proposal will be covered in a lecture.
> **b) Progress/Status Report (10%, individual grade)**. Each student will act as team coordinator for at least one week. At the end of this period, the team coordinator will present an oral status report (no longer than 5 minutes) at the end of the workshop, to be followed by a formally written e-mail (not an e-mail attachment) to the instructor within 48 hours. Complete guidelines will be provided in the lecture.
> **c) Research Update (10%, individual grade)**. Each team member will be responsible for finding relevant academic research materials for the project. In this short document, you will briefly discuss two academic sources that you have found for your team project. Complete assignment guidelines will be provided on UW-ACE.
> **d) Formal Research Report (5% shared grade, 15% individual grade)**. Each team member will write an identifiable sub-section of the discussion section of the report (750 words each). The remainder of the report (the executive summary, the introduction, the conclusions and recommendations, the references, and any appendices) should be team written. Project guidelines will be made available on UW-ACE.
> **e) Formal Team Oral Presentation (5% shared grade, 15% individual grade)**. Each team member must present a clearly-defined section of the presentation. Guidelines will be made available.
> **f) Project, Team, and Self-Evaluation (5% individual grade)**. Upon completion of the team project, each team member will submit by e-mail an assessment of the experience, which will consist of paragraphs on each of the following: an evaluation of each team member's contributions to the project, a self evaluation, and an assessment of the project as a whole.

Course Policies: Late papers will be penalized 2% per weekday late. Often students have legitimate reasons for requesting an extension; in such a case the student should take the opportunity to compose a formal and polite e-mail to the workshop instructor, outlining the reasons for the request and providing a rationale for a new due date. This e-mail should be sent at least 24 hours in advance of the due date. Please note that there will be no extensions for the team report.

Correspondence: Students using e-mail to contact any instructor must include their first and last names, student number, and course in which they are enrolled in the e-mail subject line.

Avoidance of Academic Offences: In order to maintain a culture of academic integrity, members of the University of Waterloo community and its Federated University and Affiliated Colleges are expected to promote honesty, trust, fairness, respect, and responsibility. All students registered in courses at St. Jerome's University are expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their academic actions. Students who are unsure whether an action constitutes an offence, or who need help in learning how to avoid offences (e.g., plagiarism, double submission), or about "rules" for group work/collaboration should seek guidance from the course professor, TA, academic advisor, the appropriate St. Jerome's departmental Chair, or the Associate Dean for St. Jerome's University. For information on categories of offences and types of penalties, students should refer to Policy #71, *Student Academic Discipline*, http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm

Further information on "How to Avoid Plagiarism and Other Written Offences: A Guide for Students and Instructors" can be found at http://www.arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70, Student Petitions and Grievances, Section 4, www.adm.uwaterloo.ca/infosec/Policies/policy70.htm. When in doubt please be certain to contact the department's administrative assistant, who will provide further assistance.

Appeals: A decision made or penalty imposed under Policy 70 (Student Petitions and Grievances) (other than a petition) or Policy 71 (Student Discipline) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 (Student Appeals) www.adm.uwaterloo.ca/infosec/Policies/policy72.htm.

Other Information: Students with documented or suspected disabilities (e.g., physical, learning, or sensory disabilities or chronic medical conditions) are encouraged to contact the Office for Persons with Disabilities (OPD) to determine eligibility for their services. OPD is located in Needles Hall 1132, 519-888-4567, ext. 35082.

Lecture Date and Topic	Readings	Tutorial Workshop
Jan 4: Course introduction	pp. xv-xxii	**Jan 6:** • organizing information • **"diagnostic" writing exercise**
Jan 11: Job skills (Interviews)	pp. 471ff, 35ff, 272ff	**Jan 13:** • resumes and cover letters • **bring a copy of your resume** • **begin the resume/cover letter assignment in the workshop**
Jan 18: Designing and Writing Instructional Manuals	pp. 258ff, 543ff	**Jan 20:** • communicating instructions clearly • **process assignment begins in the workshop** • **resume/cover letter assignment due**
Jan 25 (team project week 1): • workplace communication (e-mail) • requirements of the team project • working as a team • research skills	pp. 102ff, 162ff, 72	**Jan 27:** • e-mail communication exercise • case study work: team and topic selection, first team meeting – *do not miss this workshop* • **process assignment due**
Feb 1 (week 2): • proposals • progress reports	pp. 412ff	**Feb 3:** • "problem solving in teams" exercise • team meeting: project proposal work
Feb 8 (week 3): • finding research • oral presentation skills	pp. 459ff, 398ff	**Feb 10:** • **project proposal draft due** for editing • *[first team coordinator oral progress report]*
Feb 15 (week 4): • assessing the validity of research • other research skills • guidelines for the research update assignment	pp. 129ff, 347ff, 465ff	**Feb 17:** • team meeting • each team member should have two academic journal articles to show the workshop instructor • **team proposal** is due in the workshop • *[team coordinator oral progress report]*
Feb 22/24: Reading Week—no lecture or workshop		
March 1 (team project week 5): • effective writing strategies • common problems in writing	pp. 372ff, 445ff	**March 3:** • paraphrase practice • common writing errors • *[team coordinator oral progress report]* • **research update assignment due**
March 8 (week 6): • analysis and incorporating research findings into your discussion	pp. 195ff, 281ff	**March 10:** • team meeting: examination of sample reports • *[team coordinator oral progress report]*
March 15 (week 7): • report organization • focusing on the reader's needs	pp. 529-30, 181, 519, 276, 93, 34	**March 17:** • **draft copies of individual report sections are required** for editing (copy editing and proof reading) • team meeting • *[team coordinator oral progress report]*
March 22 (week 8): • presenting research as a team • designing presentations • effective and ineffective presentation styles	pp. 391ff	**March 24:** • final report editing • presentation design • team meeting • *[final team coordinator progress report]*
March 29 (week 9): • concluding lecture • **team reports due in the lecture**		**March 31: Team Presentations** • note: project, team, and self evaluations are due within 48 hours of the presentations