### ENGR 200W: “Engineering Reports and Graduate Research”

**(for Engineering Graduate Students)**

All graduate students at SJSU (in all majors) must meet the "competency in written English" (GWAR) requirement.   ENGR 200W meets this requirement.

**Spring 2013 Syllabus**

Dr. Jeanne Linsdell

This course meets the Graduate requirement for technical writing, exposing the student to a variety of technical writing formats, as well as providing help in the beginning process of writing the Master’s Thesis or Project. For those students who have not yet selected a topic for their thesis or project, they will apply the same skills by writing a Literature Review and Introduction for a “trial project.”

**Days/Time/Location**: Wednesdays 7:30 - 10:15am in engineering room 407

**Required Reading**:

Markel, Michael (2010, 2012). *Technical Communication* (9th or 10th edition). Beford/St.Martin’s. (9th ed. available on iBooks for $45)

**Office Hours**: Tuesdays and Thursdays 9:25-10:25am Room 485 (G)

 Wednesdays 10:20-11:20 408-924-3871

 Early birds: Tuesdays, Wednesdays, Thursdays 6:50-7:20am

 Also by appointment

 Email 24/7 JeanneLinsdell@aol.com

**Yahoo Group**: http://groups.yahoo.com/group/Linsdell200W/

Visit our Yahoo Group for class handouts, support material, and announcements: (An email invite will arrive in your mailbox, or contact JeanneLinsdell@aol.com for an invite.)

**COURSE DESCRIPTION**:

This 3-unit course, Engineering Reports and Graduate Research, will better prepare students for the writing skills that will transfer readily to their advanced professional needs. We examine different technical writing demands and research techniques, learning to always focus on purpose, scope, and audience. A key objective is to assist students to identify a significant engineering problem, review previous engineering research, analyze the problem, generate findings from the analysis, draw conclusions, and make recommendations. Research methodologies that are needed for the project/thesis and later in industry for engineering problem solving are a big part of this course. Plagiarism and copyright issues are addressed in detail, with practice in proper documentation, using the format for footnotes and references required in SJSU graduate work.

ENGR200W provides help in the beginning process of writing the Master’s Thesis or Project. For those students who have not yet selected a topic for their thesis or project, they will apply the same skills by writing a Literature Review and Introduction for a

“trial project.” The research and writing for this class do not have to be directly applied to your project/thesis, but you will want to discuss the long-term plan of your project/thesis with your graduate advisor.

The new SJSU senate policy S12-3 requires the university to be compliant with the

**Federal Regulation of the definition of the credit hour**:

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

**ENGR 200W COURSE LEARNING OBJECTIVES**

[Every semester the ENGR 200W course curriculum is developed to prepare students for the writing and research skills that will transfer readily to their master's project and advanced professional needs.]

CLO#1 Students should be able to write using a variety of technical writing formats.

CLO#2 Students should be able to compose with a clear focus on purpose, scope,

 audience.

CLO#3 Students should be able to properly document and provide accurately formatted

 references.

CLO#4 Students should be able to locate and analyze information using a variety of

 research techniques (e.g., interviews, library, online searches).

CLO#5 Students should be able to demonstrate an understanding of the initial planning,

 brainstorming, and organizing of a master’s project.

**ENGR 200W 2012 FOCUSED STUDENT LEARNING OBJECTIVES**

[Each semester we highlight three specific areas where graduate students have been identified to need improvement.]

SLO A Students organizational skills should improve in writing and speaking.

SLO B Students shall demonstrate the ability to follow directions in written

 assignments.

SLO C Students should be able to demonstrate technical writing that uses correct

 grammar (syntax, mechanics, parallelism, language rules) at a master's level of

 sophistication.

**Sample Course Topics**:

Writing Topics Include Other Topics

Technical Description Social Responsibility/Ethics

 Compare and Contrast Copyright Issues

 Memos Communicating in the global arena

Good/Bad News Letters

 Lab Report Oral Presentations

 Technical Proposal PowerPoint Skills

Progress Reports

 Incident Report

Feasibility Report Research Methodology Topics

Trip/Conference Report Methods and limits of scientific research

Activity Report Science vs. pseudoscience

Environmental Impact Reports Science and critical thinking

Task Report Library resources

Process Explanation Internet resources

Request for ... Professional journals

 Promotional Pieces Gantt Charts

 Executive Summary/Abstract

Letter of Transmittal

Technical Instructions Master’s Projects/Theses

Interviewing Techniques Department and GS&R guidelines Developing Visual Aids Documentation

 Writing to a Diverse Audience

**Diversity**:

Upon successful completion of the course requirements, the student will demonstrate awareness and sensitivity to age, gender, ethnocultural, disability, and other individual/unique differences as they relate to engineering and workplace communications.

**Campus policy in compliance with the Americans with Disabilities Act:**

“If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with DRC to establish a record of their disability.”

## **PLAGIARISM**

## What is Plagiarism? Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. Sometimes it is tempting to copy other people's ideas from the Internet, textbooks, magazines, lectures, or even from other student papers, incorporating them into our own writing. As a result, it is very important that we give credit. If we don’t give credit, we are taking these words and passing them off as our own. This is plagiarism, which comes from a Latin word meaning a kidnapper or thief.

## How Can You Avoid Plagiarism?

## To avoid plagiarism, you must give credit wheneveryou:

* **Use someone else’s direct words** **(use quotation marks around exact words that you are quoting—and give source at end of quotation marks)**

“In the midst of Silicon Valley and all over the globe, SJSU engineers are designing and building high impact innovations, with a particular focus on challenges to global sustainability” (Wei, 2011).

The full reference will be in the back of the report, using APA format.

* **Use someone else’s ideas, in your words, that are not common knowledge**

Through the Global Technology Initiative at SJSU, 25 students are selected each year to travel for two weeks to India or China, all expenses paid by GTI (College of Engineering, 2012). (Note this is not the exact words, so there are no quotation marks.) The full reference and website will be in the back of the report, using APA format.

* **Use specific statistics, graphs, drawings, that are not yours**

San Jose State University is ranked 10th overall among the West’s top public universities offering bachelor’s and master’s degrees according to the 2012 edition of "American's Best Colleges" (U.S. News & World Report, 2012).

* **Self work**

One should cite his or her own (or co-authored) work. If your company has copyrighted work that you or your team have written as part of your job, or you share a patent, or have previously published material that you have written, credit must be still given. There are times when permission from the company must also be given. Please check with both your company and your instructor.

**Papers with plagiarism cannot be rewritten for credit. Your Department Chairperson will be notified.** We will work on this in class. **Remember, plagiarism is a serious issue.** Learning proper documentation is one of the key goals of ENGR200W.

**Academic integrity statement from the Office of Judicial Affairs:**

“Your own commitment to learning, as evidenced by your enrollment at San Jose State University, and the University’s Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Judicial Affairs.” The policy on academic integrity can be found at <http://www2.sjsu.edu/senate/S04-12.pdf>

**Assignments**: Assignments will include both in-class and out-of-class writing. There will be well over 8,000 words assigned throughout the semester, providing frequent practice and feedback. The final trial project is an individual (not a group) paper with a minimum 3,000 words.

**Regarding the Lab**:

1. The evacuation plan for our classroom and lab is posted on the bulletin board.
2. Purge all of your files on the lab computer after each session.
3. In-class writings must be turned in at the end of the lab session.
4. Food and drink are forbidden in the lab.
5. All homework assignments and in-class writings must be done on computer and submitted in 12-point font (industry standard for technical writing) on appropriate paper.

**Grading Policies**:

1. Late Homework Assignments: Any homework turned in late will be lowered one full letter grade. (Late is from immediately after the paper is collected in the class in which it is due through one week.) **Papers over a week late will not be accepted**. No excuses.
2. Lab Writing Make-ups: There is only one make-up for a missing in-class writing in the lab: April 17.
3. **Assignments are not accepted through email.** Some assignments will also be required to be sent to Turnitin.com
* The formal oral presentation must be attempted, or the student will receive a No Credit.
* All homework assignments and in-class writings must be done on computer and submitted in 12-point font (industry standard for technical writing).
* Plagiarism is a serious academic dishonesty issue and is addressed above.

**ADDITIONAL RESOURCES:**

* The SJSU Writing Center is here to help you: <http://www.sjsu.edu/writingcenter/>
* LARC is now Peer Connections: http://peerconnections.sjsu.edu/index.html
* The Purdue Online Writing Lab: <http://owl.english.purdue.edu/>
* Table of Contents, etc.

<http://www.youtube.com/watch?v=OkyisWIE3kQ>

* APA Format

 <http://www.youtube.com/results?search_query=apa+format+word+2007&aq=1>

* **The Graduate Studies Office Guidelines for Master’s Theses:**

New: <http://www.sjsu.edu/gradstudies/docs/thesis_guidelines.pdf>

* **The Chemical and Materials Engineering project/thesis guidelines** are available online: <http://www.engr.sjsu.edu/cme/Student_Resources/Advising/CMEThesisGuidelines.pdf>

(You will notice on page 1 that it is to be used in conjunction with the Graduate Studies and Research guidelines.)

**Contacting Instructors after the Semester Is Over:**

After the semester is over, you might have a need to contact the instructor to discuss any number of items. These include your grade, assignments that you believe might not have been recorded by the instructor, and so forth. Students should resolve questions or issues about course work and grades as soon as possible.

You should first try to contact the instructor using the information contained in the Greensheet. Document your attempts to contact the instructor, such as cc-ing the department chair/director on emails, leaving written messages in the instructor’s office mail box, voice messages, and so forth. If you do not receive a response within a two- week period, then contact the department chair/director and provide documentation of your efforts to reach the instructor. Document your efforts to contact the department chair/director. If you do not receive a response from the department chair/director within two weeks, then contact the College of Engineering Associate Dean of Undergraduate Studies for undergraduate courses, Associate Dean of Graduate Studies for graduate courses. Document your attempts to contact the appropriate Associate Dean. If you do not receive a response within two weeks, then contact the office of the Dean of the College of Engineering. You should certainly receive a timely response from the Dean’s office.

Please follow the above procedure for contacting your instructor. Failing to do so might result in the information needed to address your question/issue becoming unavailable or unreliable. Even if you need to leave the area immediately after completing your course work, send some communication to the instructor and department that you wish to discuss the matter at a later but not too distant tie in the future. Get confirmation that your communication has been received.

**Change of Grade:**

The university now requires change of grade forms to be submitted within one semester following the semester in which the course requiring a grade change was taken. For example, a change of grade form for a course taken in Fall 2010, is due by the end of the Spring 2011 semester. After the Spring 2011 semester, the university will not accept a grade change for courses taken in Fall 2010 or earlier semesters. A change of grade form for a course taken in Spring 2011 is due by the end of the Fall 2011 semester. After the Fall 2011 semester, the university will not accept a grade change for courses taken in Spring 2011 or earlier semesters.

Grade changes will NOT be approved, under any circumstances, to change a student’s pending or current probation or disqualification status. The only acceptable reasons for a grade change is an instructor’s error in calculating a grade, or omission of graded course assignments in the calculation of a student’s grade.

**GRADING**: This course is graded A, B, C (+/-) or NC “No Credit.” There are no C-s, Ds, or Fs. It will be based upon the following weightings:

Assignment Percentage of Grade

 In-class writing assignments 20%

 (Every week we will write 1-2 pages of technical writing

 in the lab. These will be returned by the following lab with

 detailed feedback.)

Industry write-ups\* (five 2-page write-ups to be explained in class) 10

 (Online sign-ups required following the Dean’s Symposium)

Resume and Formal Letter of Application/cover letter 05

Interview\*\* 10

Analysis of a Professional Journal Article for Readability\*\*\* 10

Topic Memo and Gantt Chart 05

 Introduction and some sections for Project/Thesis or Introduction

 and Literature Review for a “Trial Project” 30

Formal Oral Presentation 05

 Final exam 05

 100%

\***Silicon Valley Leaders Symposium**

See the College of Engineering web site: <http://www.engr.sjsu.edu/about/svls>

 "Since Fall 2002, the Charles W. Davidson College of Engineering has hosted the Silicon Valley Leaders Symposium (SVLS). The Symposium hosts industry and technology leaders to talk about business and technology trends. It also features prominent leaders who discuss broader societal and political issues that shape our life and society." The symposia take place most **Thursdays from 12:00pm to 1:00pm** in the Engineering building auditorium, **ENG 189**.

Another option is the GreenTalks: http://www.engr.sjsu.edu/about/greentalk

**Wednesdays from 12:00 to 1:00pm** in the Engineering building auditorium, **ENG 189**.

\*\*The interview will be with a professional engineer, no one on campus

 (5-6 pages) A handout will be provided in class.

\*\*\*For the journal article analysis, a handout will be provided in class.

 **King Library**: A class library meeting with the Engineering Librarian will be scheduled before this assignment is due. The Engineering Librarians are also available to meet with you individually throughout the semester.

 Engineering Librarían Meng Xiong Liu: Mengxiong.Liu@sjsu.edu

 Library: http://library.sjsu.edu/

**Partial Schedule for SPRING 2013**

January 23: First Day of 200W class (room 407)

February 6: Due: **Formal Letter of Application (Cover Letter) and**

 **Resume**

February 20: Due: **Interview**

 Informative interview skills: Markel pp. 140-142

This must be submitted to Turnitin.com, as well as a hard copy in class.

March 6: Due: **Analysis of a Professional Journal Article for**

**Readability (Documentation in APA format)**

This must be submitted to Turnitin.com, as well as a hard copy in class.

 See: Markel: Documentation/Appendix B/

 Headings ("margin headings"): Markel: 206-208

March 20: Due: **Topic Memo and Gantt Chart\***

 \*See http://www.ganttchart.com/Examples.html for samples

**March 25 - 29 SPRING RECESS + April 1 Cesar Chavez Day CAMPUS CLOSED**

April 17: **In-class writing Make-up Day/volunteer oral presentations**

April 24: Due: **Introduction and some sections for Project/Thesis** or

**Introduction and Literature Review for a “Trial**

**Project”**

This must be submitted to Turnitin.com, as well as a hard copy in class, and in APA format

**Oral Presentations** (April 24, May 1)

May 8: **Final Exam**