

AMES 5121: Engineering Communication

(cross-listed as ENGR 5311: Professional Communication and Information Management)

Credits: 3 Credits, 3 contact hours/week

Instructor: Warren Osterndorf

Textbook: During this class, we will use the book, The Elements of Business Writing, by Gary Blake and Robert W. Bly. Readings will be assigned. In addition the materials in the text, the course content will be expanded during the lecture and discussion portions of the class.

Catalog Description: Development of the advanced communication skills as well as the information management required of engineers and engineering managers in industry, government and business. Focus on (1) the design and writing of technical reports, articles, proposals, and the memoranda that address the needs of diverse organizational and professional audiences; (2) the preparation and delivery of organizational and technical oral and multimedia presentations and briefings; (3) team building skills with an emphasis on communications, and (4) knowledge management.

Course Objectives/Outcomes:

Upon completion of the class student will be able to:

- develop communication objectives
- conduct an audience analyses
- implement receiver centered communication
- analyze written materials and presentations
- plan and deliver presentations
- develop written materials in various formats

Assignments and Grades:

Your grade will be composed of a number of components. These components and their percentages are listed below. The requirements for the projects and assignments will be explained during the class.

Assignments 40%

Projects 50%

Class activities 10%

Questions and Individual Consultation:

If you have a question, ask it. The course content builds sequentially. Please don't hesitate to contact me using email or ask a question during the synchronous classes. I will be available to provide individual consultation and feedback, beyond the comments done when grading, about your presentations and written work. These individual discussions are usually done during an audio conference scheduled at a time convenient for the student and instructor. Please contact me if this is of interest.

I will check the class site daily, Monday to Friday, excluding any holidays. I will respond to emails and questions when I check the site. If you post an item after I have checked the site for the day, you will receive feedback the next day, or if it is a Friday, the following Monday.

Participation/Logistics:

This class is a hybrid, online course. This means that we will interact asynchronously during some classes and meet, synchronously, for other classes. The class will be interactive. Participants should expect and be prepared to interact with each other, the course content and the instructor. You should plan to log into the class each day and allocate time to complete assignments. Please plan your schedule so you will have time each day to complete assignments and prepare for the class. Please be sure you can participate in the synchronous classes. The time and dates for the synchronous classes are listed in the class schedule.

Student Responsibilities and Resources:

As a member of the University of Connecticut student community, you are held to certain standards and academic policies. In addition, there are numerous resources available to help you succeed in your academic work. Review these important [standards, policies and resources](#), which include:

- The Student Code
 - Academic Integrity
 - Resources on Avoiding Cheating and Plagiarism
- Copyrighted Materials
- Netiquette and Communication
- Adding or Dropping a Course
- Academic Calendar
- Policy Against Discrimination, Harassment and Inappropriate Romantic Relationships
- Sexual Assault Reporting Policy

Students with Disabilities:

The University of Connecticut is committed to protecting the rights of individuals with disabilities and assuring that the learning environment is accessible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, please let me know immediately so that we can discuss options. Students who require accommodations should contact the Center for Students with Disabilities, Wilbur Cross Building Room 204, (860) 486-2020 or <http://csd.uconn.edu/>.

Blackboard measures and evaluates accessibility using two sets of standards: the WCAG 2.0 standards issued by the World Wide Web Consortium (W3C) and Section 508 of the Rehabilitation Act issued in the United States federal government.” (Retrieved March 24, 2013 from [Blackboard's website](#))

Software/Technical Requirements: (Accessibility and Privacy Information)

The software/technical requirements for this course include:

- HuskyCT/Blackboard ([HuskyCT/ Blackboard Accessibility Statement](#), [HuskyCT/ Blackboard Privacy Policy](#))
- [Adobe Acrobat Reader](#) ([Adobe Reader Accessibility Statement](#), [Adobe Reader Privacy Policy](#))
- Google Apps ([Google Apps @ UConn Accessibility](#), [Google for Education Privacy Policy](#))
- Microsoft Office (free to UConn students through uconn.onthehub.com) ([Microsoft Accessibility Statement](#), [Microsoft Privacy Statement](#))
- Dedicated access to high-speed internet with a minimum speed of 1.5 Mbps (4 Mbps or higher is recommended).

Help

[Technical and Academic Help](#) provides a guide to technical and academic assistance.

This course is completely facilitated online using the learning management platform, [HuskyCT](#). If you have difficulty accessing HuskyCT, you have access to the in person/live person support options available during regular business hours through the [Help Center](#). You also have [24x7 Course Support](#) including access to live chat, phone, and support documents.