

ECE 3006: What Students Need to Know

**For information about ECE 3006, contact Haden Marrs, UPCP Assistant Director
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As a co-op, intern, or undergraduate research student, ECE 3006 may be a great option for fulfilling the junior-level communication requirements.

- ✓ Use the work you are already doing for your co-op, internship, or research to get credit for ECE 3006.
- ✓ Work at your own pace (you can sign-up anytime throughout the year and work over multiple semesters).
- ✓ Produce relevant, useful documentation for your workplace.

What is ECE 3006?

It's a 0 credit hour, 0 lecture hour, pass/fail course. ECE 3006 (Co-Curricular Professional and Technical Communications) is an out-of-classroom instructional option designed for students who are currently participating in ECE-related co-curricular activities (e.g. research, project work, co-op, or internship) where writing and presentation tasks are already required by advisors and supervisors.

ECE 3006 allows these students to use the documents and presentations being prepared for clients, advisors, supervisors, peers, and engineers to satisfy the junior-level communication requirements. Students receive individual feedback and instruction from ECE 3006 instructors to help them prepare effective documents and presentations for real-world readers and audiences.

What Kind of Assignments are Required?

There are only four assignments and two required individual face-to-face consultations. Upon completion of all required deliverables, students will receive a permit allowing them to register for ECE 3006, which is required for enrollment in ECE 4011.

- 1 short document (resume or statement of purpose for grad school)
- 1 project proposal (1 page) describing the content, intended audience, and type of document/presentation you will prepare to fulfill the two major deliverables (5-7 page doc; 10-min presentation) *Required Consultation
- 1 technical document (5-7 pages) *Required Consultation
- 1 technical presentation (10-minutes)

Am I Eligible?

1. Completion of ECE 2031.
2. Current involvement in research, co-op, or internship.
3. All documents/presentations must be publicly disclosable. If the work you are doing is classified or proprietary, you are not eligible for ECE 3006. Verbal or written consent must be obtained from your advisor.
4. Students are required to use current research/project work to prepare the documents/presentations necessary to fulfill ECE 3006 deliverables.
5. ECE 3006 students cannot substitute coursework (such as an ECE 3072 paper) or other non-internship/co-op/research content to satisfy the communication requirements (see #4 above).

How Do I Get Started?

If you are eligible and you want to participate in this option, here's what you need to do.

1. To sign up, make an appointment with Haden Marris, UPCP Assistant Director, haden.marris@gatech.edu, VL 274, 404-894-3385.
2. You can sign up anytime before the drop date of the semester in which you are doing your co-op/internship/research. Since you aren't registering through OSCAR, signing up is flexible and is not tied to Phase I and Phase II of GT registration.
3. You will receive a link to the on-line ECE 3006 intake form, which automatically adds you to our database of students participating in 3006.
4. We will work with you to identify and complete the four required deliverables.
5. You can inquire about ECE 3006 anytime, but we only add new students into our database before drop date of each new semester. You cannot start ECE 3006 after drop date or at the end of any semester. We are already in full swing with our current students, so you missed the window to participate.

I'm Signed Up: Now What?

1. Talk to your supervisor or advisor. Let him/her know you are participating in ECE 3006.
2. Determine what documentation is required by your advisor.
3. If your advisor does not require documentation, you'll need to come up with your own.
 - a. What documentation is relevant, useful, needed for your project?
 - b. What are you currently working on? How can you document your work so that new co-op/research/intern students can pick up where you left off?
 - c. What do future team members need to know?

NOTE: Research advisors and workplace supervisors are NOT responsible for assigning writing. Students should take the initiative to come up with documents that are relevant and useful. ECE 3006 does not create additional workload for supervisors and advisors. Our goal is to work with supervisors and faculty to ensure that any writing that they do assign meets their expectations.

How Will I Be Graded?

ECE 3006 is a 0 credit hour, 0 lecture hour, pass/fail course. To receive credit and pass the course, students must satisfactorily fulfill the following requirements:

- Use a current, in-progress, "live" document to fulfill the 5-7 page paper (papers from previous semesters are NOT allowed).
- Complete all four (4) assignments with a score of "highly effective" or "moderately effective".
- Participate in two (2) required individual writing consultations: Proposal and rough draft of 5-7 page paper.

Student work is graded using standard evaluation rubrics with three possible "scores": highly effective, moderately effective, ineffective. Work that is scored "ineffective" does not meet the minimum requirements of the course. Students can revise and resubmit "ineffective" work until the requirements are met.

How Do I Register?

- You can't register for ECE 3006 in OSCAR until you complete all of the deliverables. Remember, the first step is to meet with Haden Marris so you can sign up in the 3006 database.
- ECE 3006 is a permit-only course. You will be issued a permit AFTER you complete all of the requirements.
- Permits are issued after grades are due at the end of each semester. You'll receive your permit for 3006 during the break between semesters/Phase II registration/first week of new semester. Don't worry! You will get into your preferred section of senior design. We save spots just for ECE 3006 students!

I'm Still Not Sure if 3006 is Right for Me: Who Can Help?

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