ECE 3005: ECE Professional and Technical Communication

Spring 2013
Instructor: Christina Bourgeois
Office hours: M-F whenever my door is open and by appointment. Email me for specific times you want to meet.
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Course website: http://upcp.ece.gatech.edu/3005.html
Meeting Times: Section A, Wednesdays and Fridays 9:05-9:55am, Van Leer 240
Section B, Tuesdays and Thursdays 8:35-9:25am, Van Leer 200

Credit: 1 Hour, Pass/Fail
One-hour lecture (1-0-1)

This is a special topics course that counts toward the communications requirements for the EE and CmpE degree programs.

- The course is required for all EE and CmpE transfer students who did not take ECE 2031 at Georgia Tech.
- The course is an option for EE and CmpE students who prefer to satisfy the junior-level communications requirement in a traditional, classroom setting.

Prerequisites
ECE 2031 (for non-transfer students).

Corequisites
At least one of the following: ECE 3020/3025/3030/3040/3043/3050/3056/3060/3072/3076/3084/3085 or an ECE senior lab elective. Students must be enrolled in one of the courses listed above because the technical content of the course/lab will be the basis for the writing and presentation deliverables in the communication course.

Catalog Description
Written, oral, and visual communication skills required by engineers. Prepares students for advanced communication tasks required in academic and professional settings.

Objectives
This course provides undergraduate ECE students with the tools necessary to communicate effectively and prepares them for more advanced writing and presentation tasks required by their academic programs and professional communities. During the first half of the semester, students are introduced to the basic conventions of technical writing, with specific attention to electrical and computer engineering documentation standards. Students learn to navigate the writing process by understanding audience, context, and purpose in order to produce a variety of document types. Emphasis is also placed on teaching students how to develop and deliver formal and informal oral presentations in a variety of mediums. During the second half of the semester, students identify and propose an independent project on an approved ECE topic and then complete communication deliverables appropriate to the project.

Outcomes
Upon successful completion of this course, students should be able to:

- Recognize the basic conventions of technical writing and the discipline-specific features of engineering documents.
- Identify the structure, organization, and content of common engineering documents: proposals, technical reports, instruction guides, comparison papers.
- Work individually and in teams to write documents with audience-appropriate technical content and proper formatting, spelling, punctuation, grammar, and usage.
• Integrate text and visuals to clearly convey complex technical information.
• Revise documents for content, organization, and writing style.
• Work individually and in teams to develop and deliver effective oral presentations incorporating significant technical content using standard presentation software.
• Provide feedback to others on their writing, speaking, and teamwork abilities.

Grading and Evaluation
ECE 3005 is a 1 credit hour, pass/fail course. To receive credit and pass the course, students must satisfactorily fulfill the following requirements:

• Earn the minimum required point score or higher for lecture attendance and associated homework assignments.
• Participate in class discussions.
• Complete all assignments (written and oral) on time.
• Attend individual conferences with instructor.

Course Assignments and Due Dates
Students must complete all four assignments to pass the course:

• 1 short, “elective” document (resume or statement of purpose) = WA1
• 1 Project Proposal (1 page)
• 1 technical document (5-7 pages) = WA2
• 1 technical presentation (10 minutes)