Winter 2020 Syllabus
ESE 300 (On-line)
Technical Communication for Electrical and Computer Engineers

Instructor	Ron Marge
Class Number	ESE 300
Semester	Winter 2020
Times	Jan. 7th – Jan. 25th, 2019 Discussion times/FAQs Tuesdays & Thursdays, 8:30 PM – 9:15 PM (US Eastern)
Classroom	Recorded lectures plus on line information via Blackboard_AdobeConnect
Discussion	Via email and by request
Email	**Ronald.Marge@stonybrook.edu**

Goals

The high-level goals of this class are as follows in accordance with professional engineering community standards:

- To improve your technical and scientific writing skills.
- To improve your technical presentation and public speaking skills.

Grading

Task	Point Value
HW assignments	50
Final projects	25
Mid-term Exam	10
Final Exam	15
Total	**100 points**
Grade Ranges	
A	90 – 100
B	80 – 89.9
C	70 – 79.9
D	65 – 69.9
F	0 – 64.9

Assignments

Assignments writing and reading will be posted on Blackboard and must be emailed to me on due date.

Exams: Two hours. Online proctoring done by Examity. Fee given to Examity: $50 per exam. Details will be provided.

Mid-term Exam – Wednesday January 15th

Final Exam – Wednesday, January 22nd

Final Project: Team Writing and Presentations

This is an extremely important part of the course. Groups will be formed and both an 8-page single-spaced proposal and a 14-minute oral presentation and slideshow (8 slides) must be created and delivered to the me electronically. The actual build/research/development is done over multiple weeks. *The assigned Group Leader will send me the group's electronic files for both the proposal and the presentation. I will only receive one submission form each group; however, group members will all receive the same grade.*

Required Reading

> **Barry J. Rosenberg,** *Technical Writing for Engineers and Scientists,* **Addison-Wesley, Upper Saddle River, NJ: May 2005.**

Class Topics

The class is divided into two parts:

1. **Writing Boot Camp**--intense practice on the fundamentals of technical writing.
2. **Practical Writing**--the opportunity to practice the skills by applying them to common technical and scientific writing forms.

General Proposed Structure

Class 1: Sentences and Paragraphs

Goals:

- To understand the requirements of ESE 300.
- To understand the value of technical communication to your careers.
- To write better sentences and paragraphs.
- To understand the history of technical writing and its evolution
- Ethics in Writing

Class 2: More Sentences and Paragraphs

Goals:

- To give and take writing criticism.
- To learn how to revise your writing.
- To write better introductions.
- To write better sentences and paragraphs.

Class 3: Audiences

Goals:

- To understand various audience parameters including vocabulary, sentence length, and learning style.
- To give and take writing criticism.

Class 4: Editing / Mechanics

Goals:

- To learn how to edit effectively.
- To develop editing diplomacy skills.

Class 5: Abstracts and Executive Summaries

Goals:

- To deliver executive summaries.
- To write abstracts.
- To review the course.

Class 6: Proposals

Goals:

- To write effective proposals and grant applications
- To find ways to enhance your writing productivity.
- Industry examples
- To write in Q&A format.

Class 7: Graphics, Typography, Layout

Goals:

- To learn the fundamentals of fonts.
- To learn the fundamentals of layout.
- To improve your tables and figures.
- To describe your writing process.

Class 8: Writing Manuals

Goals:

- To learn how to write an effective manual.
- To enhance sentence variety.

Class 9: Web Sites

Goals:

- To learn the elements of web page content/style.

Class 10: Reports

Goals:

- To enhance your skills writing lab reports and other technical reports.

Class 11: Practice Speech

Goals:

- To learn the secrets of effective oral presentations.
- To improve your speaking through practice and feedback.

Class 12: Elevator Speech

Goals:

- To learn how to mesmerize your audience.
- To improve your speaking through terror and feedback.

Class 13: One-on-Ones

Goals:

- To discuss the progress of your final project.

Class 14: Long Speech

Goals:

- To improve your speaking.

Abstracts and Executive Summaries

Goals:

- To deliver executive summaries.
- To write abstracts.
- To review the course.

PLEASE NOTE: Access to our class's on-line Blackboard site
You can access class information on-line at: http://blackboard.sunysb.edu If you have used Stony Brook's Blackboard system previously, your login information (Username and Password) has not changed. If you have never used Stony Brook's Blackboard system, your initial password is your SOLAR ID# and your username is the same as your Campus Net ID , which is generally your first initial and the first 7 letters of your last name (if you have a sparky account, it's your username).