Course Syllabus: Writing 50E

Course: Writing 50E
Course Title: Research Writing for Engineers
Enrollment Codes: ENGR 42093 (TR 9:00–10:50 Section)
ENGR 42119 (TR 1:00–2:50 Section)
Term: Spring Quarter 2002
Instructor: Doug Bradley

Class Meeting Times: TR 9:00–10:50 HSSB 2251
TR 1:00–2:50 GIRV 2112

Required Materials:


English composition journal.

Readings: Readings will be posted weekly to the UCSB Library Reserve Book Room. You will be expected to check out the necessary readings, then read them. The Reserve Book Room is open most evenings until 9:00 PM.

Recommended: English dictionary. Webster’s New International Dictionary, or equiv.


Instructor Office: Girvetz 1314
Hours: Wednesdays, 10:00 - 12:00, and by appointment.
Cell phone: (805) 680-2333
e-mail: bradley@writing.ucsb.edu
mail box: Located in South Hall 1519. (Note: box is above name.)

IMPORTANT NOTICES!!!

Deadline to drop Writing 50E is the fifth day of instruction, FRIDAY, APR 05, 2002 BY 4:45 PM (via RBT).

If you are a student with a disability and would like to discuss special academic accommodations, please contact me during office hours.
Writing 50E Requirements, Grading and Schedule

Course Requirements: Attendance
The UCSB Writing Program requires that you attend all course classes and arrive prepared. Missing more than two absences will decrease your final course grade by one-third of a letter grade for each unexcused absence. You are responsible for obtaining all missed handouts and assignments. (Support your classmates!)

Punctuality
As a courtesy to others in the classroom, you are expected to arrive at class on time at the start of each instruction period. Excessive tardiness will be considered a diminishment of your class participation, which is one-fourth (25%) of your course grade.

On-line Forums [http://www.writing.ucsb.edu/php-all/forums]
Several times during the quarter, you will be assigned a written response posted to an on-line UCSB forum, accessed from a web browser. This is not a chat room, but will be focused upon a topic relating to current events and our coursework. The rules are simple: 1) think before you write; 2) write well and briefly; 3) if you choose to respond to the writing of others, avoid personal insults; 4) use language appropriate for a classroom.

Classroom Participation
As a course participant, you are expected to engage all classroom discussions and exercises. You will function as a peer editor to other students and team player. As such, your classroom participation is essential. Throughout, you are expected to treat your work, and the work of others, with respect.

Journal Entries
Your journal is your personal literary workshop and will be used both in and out of class. We will begin most Thursday classes with a short warm-up exercise in our journals, and use them frequently to perfect writing skills. Journals are not graded; however, they will be checked twice during the quarter to verify that you are keeping pace with classroom exercises.
**Human Subjects Module**

During this course, you will be conducting primary research, including interviews of subjects both inside and outside the university. The University of California requires all staff and students to complete the Human Subjects Training Module located at [http://hstraining.orda.ucsb.edu](http://hstraining.orda.ucsb.edu). If you have not already completed this module, you must do so. Please use a login ID code of 9099.06 and ignore all boxes referring to sponsors. The sponsor name should be Bradley; my e-mail address is bradley@writing.ucsb.edu. This simple module requires about 40 minutes to complete and is pass-fail. It is your first assignment, and must be completed by the end of the first week of class.

**Grading:**

Grading is based upon three groupings: 1) papers; 2) classroom participation; and, 3) the final exam. The weighting of each grouping for determining your final course grade is as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Portion of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Design Proposal (written)</td>
<td>60%</td>
</tr>
<tr>
<td>Group Presentation (oral)</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam (see schedule)</td>
<td>10%</td>
</tr>
<tr>
<td>Classroom Participation (includes attendance, classroom discussions and exercises, on-line forums, journal entries, and peer review work).</td>
<td>20%</td>
</tr>
</tbody>
</table>

**Late Assignments:**

A one-third letter grade deduction may be taken from the point total of any late assignment for each unexcused late day.

**Emergencies:**

If you experience or anticipate any emergency during the term bearing upon your course work or attendance in Writing 50E, it is your responsibility to contact me as soon as possible. In lieu of contacting me, you may leave a message with the Writing Program office, located in South Hall 1520 (893-2613).
Writing 50E: Schedule

Week 1

Tuesday, 02 APR 2002
Classwork
• Course overview: requirements, grading and schedule.
• Writing sample (ungraded).
• Assignment #1: Company study.

Thursday, 04 APR 2002
Classwork
• Assembling a job application packet.
• Interviewing.
• Journal writing exercise.

Homework Due
• (None.)

Friday, 05 APR 2002 Last day to drop Writing 50E, 4:45 PM (via RBT)!

Week 2

Tuesday, 09 APR 2002
Classwork
• Tour of UCSB Career Guidance Center and job research.
  NOTE: We will meet in our regular classroom (HSSB 1231) first.
• Assignment #2: Personal resume.

Homework Due
• Assignment #1: Company study (web portion only).

Thursday, 11 APR 2002
Classwork
• Resume writing.
• Assignment #3: Personal cover letter.
• Journal writing exercise.

Homework Due
• On-line Forum.
Week 3

Tuesday, 16 APR 2002
Classwork
• Business correspondence: letters and memos.
• Writing a cover letter.

Homework Due
• Assignment #2: Personal resume.

Thursday, 18 APR 2002
Classwork
• Design proposal formats.
• Journal writing exercise.

Homework Due
• Assignment #3: Personal cover letter.
• Job application packets due in class!

Week 4

Tuesday, 23 APR 2002
Classwork
• Organizing a design team meeting.
• Assignment #4: Design proposal outline.

Homework Due
• Assignment #4: Design proposal outline.

Thursday, 25 APR 2002
Classwork
• Project tracking and organization.
• Journal writing exercise.
• Assignment #5: First progress report memo.

Homework Due
• On-line Forum.
Week 5

Tuesday, 30 MAY 2002
Classwork

- Design proposal memos and outlines.
- Assignment #6: Marketing study.

Homework Due

- Assignment #5: First progress report memo.

Thursday, 02 MAY 2002
Classwork

- Integrating graphics into reports.
- Groupwork.

Homework Due

- On-line Forum.

Week 6

Tuesday, 07 MAY 2002
Classwork

- Elements of engineering design.
- Assignment #7: Engineering design.
- Groupwork.

Homework Due

- Assignment #6: Marketing study.

Thursday, 09 MAY 2002
Classwork

- Groupwork (engineering design).

Homework Due

- On-line Forum.
Week 7

Tuesday, 14 MAY 2002
Classwork

• Questions and answers.
• Groupwork (engineering design).
• Proposal appendices.
• Assignment #8: Administration, organization and personnel.

Homework Due

• (None.)

Thursday, 16 MAY 2002
Classwork

• Peer review of engineering designs.
• Journal writing exercise.
• Groupwork.
• Assignment #9: Group presentations.

Homework Due

• Assignment #7: Engineering design (rough draft)
  NOTE: Bring three extra copies for in-class reviews.
• Journal check. (Please have your journal ready.)

Week 8

Tuesday, 21 MAY 2002
Classwork

• Writing executive summaries.
• Assignment #10: Executive summary.

Homework Due

• Assignment #8: Administration, organization and personnel.
• Job application packets (final drafts).

Thursday, 23 MAY 2002
Classwork

• Proposal boilerplate and legal issues.
• Groupwork: executive summaries.

Homework Due

• Assignment #7: Engineering design (final draft).
Week 9

Tuesday, 28 MAY 2002
Classwork
- Preparing a group presentation.
- Groupwork: presentations.

Homework Due
- Assignment #10: Executive Summary (rough draft)

Thursday, 30 MAY 2002
Classwork
- Final assembly of proposals.
- Groupwork: presentations.

Homework Due
- On-line Forum.

Week 10

Tuesday, 04 JUN 2002
Classwork
- Group Presentations: Group A

Homework Due
- Assignment #9: Group A presentations (15 min. per group).

Thursday, 06 JUN 2002
Classwork
- Group Presentations: Group B
- Group and Instructor Evaluations

Homework Due
- Assignment #9: Group B presentations (15 min. per group).
- Project Proposals (final written drafts).

Final Exams
- TR 1:00–2:50 Section: Saturday, 08 June 2002, HSSB 1231.
- TR 9:00–10:50 Section: Monday, 10 June 2002, HSSB 1231.