Catalog Data: Writing in Electrical and Computer Engineering (1 credit)
Prerequisites: Graduate standing

Textbook (recommended; not required):
Technical Communication, by Mike Markel

Recommended References:
The Elements of Style, by Oliver Strunk
Guide to Grammar and Style, by Jack Lynch
The King’s English, by Henry Fowler
The Chicago Manual of Style, by University Of Chicago Press
A Writer’s Reference, by Diana Hacker and Nancy Sommers

Instructor: Dan Simon
Phone: 216-687-5407
Fax: 216-687-5405
Email address: d.j.simon@csuohio.edu
Web site: http://academic.csuohio.edu/simond/
Course web site: http://academic.csuohio.edu/simond/courses/writing
Office: FH 343
Lab: FH 310
Office Hours: T 3:30–5:30, W 1:30–3:30

Goals and Objectives:
This course is designed to enhance the ability of students to write and speak effectively on topics within the discipline of engineering. EEC 503 may be taken twice by graduate students for credit.

Lecture Topics:
Lecture 1 - Introduction
Lecture 2 - References and Citations
Lecture 3 - Ethics in Communication
Lecture 4 - How to Read
Lecture 5 - State Your Thesis
Lecture 6 - The Writing Process, Effective Writing, and Peer Review
Lecture 7 - Writing Structure and Style
Lecture 8 - Graphics and Tables
Lecture 9 - Oral Presentations
Lecture 10 - Proposals
Lecture 11 - Letters, Memos, and Emails
Lecture 12 - Job Applications
Lecture 13 - Technical Typesetting with LaTeX
EEC 414/503 Grading Criteria:
20% Homework and participation
25% Report Version A
35% Report Version B
20% Final exam (open book and open notes, but no electronic devices are allowed)
Undergraduate students must receive a grade of C or better to receive WAC credit for this course.

ESC 720 Grading Criteria:
20% Homework and participation
20% Report Version A
30% Report Version B
10% Oral presentation and slides
20% Final exam (open book and open notes, but no electronic devices are allowed)

Grading scale:
A 93–100
A minus 90–93
B plus 87–90
B 83–87
B minus 80–83
C plus 77–80 (this range is a C for EEC 503 and ESC 720 students)
C 70–77
D 60–70 (this range is an F for EEC 503 and ESC 720 students)

Overview of Assignments:

Homework: Homework assignments for EEC 414/503 and ESC 720 students are available below, and due dates are given in the schedule later in this syllabus. Expect to work two hours outside of class for every one hour in class. Homework assignments must be handed in to the instructor at the start of class on the due date in hard-copy format, except as noted below. Email submissions will not be accepted. If you cannot attend class on the due date, fax submissions will be accepted (216-687-5405).

On-Line Homework Submissions:
The following assignments must be submitted at www.turnitin.com. The deadlines for these assignments are enforced by the turnitin web site, so **late submissions cannot be accepted.**
§ Presentation slides
§ Job application (cover letter and resume)
§ Report Version A - The requirements for this report and the grading criteria are explained on the grading rubric.
§ Proposal - ESC 720 students will submit a research proposal on a topic of their own choosing (not required for EEC 414/503 students). The format must follow specific proposal format guidelines.
§ Report Version B - The requirements for this report and the grading criteria are explained on the grading rubric.
• Get the Turnitin Class ID and Password from the instructor