

Stony Brook University
Department of Technology and Society
College of Engineering and Applied Sciences

EST 304-30, Communication for Scientists and Engineers

Meeting Time: Asynchronous online
Meeting Location: Online (SBU Blackboard)

Important Note: All times and deadlines in the syllabus are based on UTC -4 (time in New York). Every effort will be made to avoid changing the course schedule, but the possibility exists that unforeseen events will make it necessary to change the syllabus. It is your responsibility to check Blackboard for corrections or updates to the syllabus. Any changes will be clearly noted in course announcements or through Stony Brook email.

Contents

Instructor Information.....	2
Course Description:	2
Learning Objectives:.....	2
Class Readings:.....	3
Course Delivery Mode and Structure:	3
How We Will Communicate:.....	3
Technical Requirements:	3
Technical Assistance:.....	4
How to Succeed in this Course:	4
Participation and Weekly Exercises:	5
Homework Assignments:.....	5
Research Project (Paper and Presentation Slides):	5
Course Schedule.....	5
Grading, Attendance, and Late Work Policies.....	7
Viewing Grades on Blackboard.....	7
Letter Grades:.....	7
Attendance Policy:.....	7
Late Work Policy:.....	7
Other Information	8

Course and University Policies	8
Student Accessibility Support Center Statement:	8
Academic Integrity Statement:	9
Critical Incident Management:	9
Understand When You May Drop This Course:.....	9
Incomplete Policy:	9
Course Materials and Copyright Statement:.....	9
Online Communication Guidelines and Learning Resources:.....	9
Online Etiquette:	10
Online Classes Require Better Communication	10
My Role as the Instructor:.....	10

Instructor Information

INSTRUCTOR: Dr. Thomas S. Woodson

E-MAIL: thomas.woodson@stonybrook.edu

OFFICE PHONE: (631) 632-9974

OFFICE HOURS: By appointment through email

Course Description:

Course title: **Communication for Scientists and Engineers**

Course catalog # and section: EST 304.30

Credit hours: 3

Prerequisites: WRT 102; TSM major or permission of department.

Meeting Time: None, class is asynchronous

Meeting Location: Online (SBU Blackboard)

Welcome. I am excited to teach EST 304. Today, it is essential people present technical information to a range of audiences using various communication methods and styles. In EST 304, students learn how to communicate technical concepts that make sense not only to other scientists and engineers, but also to students, technical consumers, and the global marketplace. The course content emphasizes: writing clearly, concisely, and persuasively; creating effective visuals; presenting research verbally during oral presentations; providing and receiving feedback on assignments; and working collaboratively in groups.

Learning Objectives:

- Write clear and coherent English
- Plan, draft, revise, and edit documents for use in professional settings
- Adapt communication styles to fit various audiences
- Research and write an academic paper
- Recognize and avoid plagiarism

- Collect and cite reliable reference material

Class Readings:

Markel, Mike. *Technical Communication*. Eleventh Edition. Bedford St. Martin's, 2014 (OPTIONAL).

David A. McMurrey, Online Technical Writing: Online Textbook (free) (OPTIONAL). Available At: <https://www.prismnet.com/~hcexres/textbook/>

Course Delivery Mode and Structure:

This is a asynchronous online course, delivered in the Blackboard Learning Management System. The Blackboard course site can be accessed at <https://blackboard.stonybrook.edu>

If you are unsure of your NetID, visit <https://it.stonybrook.edu/help/kb/finding-your-netid-and-password> for more information.

Students must be mindful of all course expectations, deliverables and due dates, especially because online courses require significant time management. All assignments and course interactions will use internet technologies. See “Technical Requirements” section for more information. In Blackboard, you will access online lessons, course materials, and resources. All assignments should be submitted before the deadline of UTC -4 (New York Time).

How We Will Communicate:

Please email me if you have questions about the course. If you use Blackboard's **email tool** from the course site, it will automatically include your full name, course name and section when you send me an email. **Please allow between 24-48 hours for an email reply.** Please use your Stony Brook University email for all University-related communications. All instructor correspondence will be sent to your SBU email account. **Plan on checking your SBU email account regularly for course-related messages.** To log in to Stony Brook Google Mail, go to <http://www.stonybrook.edu/mycloud> and sign in with your NetID and password.

Regular announcements will be sent from Blackboard. These will be posted in the course site and may or may not be sent by email.

Regular communication is essential in online classes. Login 4-5 time per week, check the discussion board and engage with your colleagues. These steps ensures you remain an active member of the class and earn full points for participation.

Technical Requirements:

Students should be able to use email, a word processor, spreadsheet program, and presentation software to complete this course successfully.

You are responsible for having a reliable computer and Internet connection throughout the term. **Caution!** You will be at a disadvantage if you attempt to complete all coursework on a smart phone or tablet. It may not be possible to submit the files required for your homework assignments.

The following list details a minimum recommended computer set-up and software packages you will need to use for the course:

- PC with Windows 8 or higher
- Macintosh with OS 10.11 or higher
- Intel Core i5 or higher
- 250 GB Hard Drive
- 8 GB RAM
- Latest version of Chrome, Firefox or Edge; Mac users may use Chrome or Firefox. (A complete list of supported browsers and operating systems can be found on the My Institution page when you log in to Blackboard.)
- High speed internet connection
- Webcam/video camera (to record presentations and video chats)
- Microphone
- Word processing software (Microsoft Word, Pages, etc.)
- Speakers (either internal or external) or headphones
- Ability to download and install free software applications and plug-ins (note: you must have administrator access to install applications and plug-ins).

Technical Assistance:

If you need technical assistance at any time during the course or to report a problem with Blackboard you can:

- Phone: 631-632-9800 (client support, Wi-Fi, software and hardware)
- Submit a help request ticket: <https://it.stonybrook.edu/services/itsm>
- If you are on campus, visit the Walk-Up Tech Support Station in the Educational Communications Center (ECC) building.

How to Succeed in this Course:

On the course's Blackboard page, there will be documents for that week's material. At the start of the week (Monday), students should go through the PowerPoint presentation and any relevant documents that are posted for that week. The presentation will include the weekly lesson and exercises that are to be completed by the end of the week (Sunday). Weekly exercises must be submitted on Blackboard by the end of the week [Sunday].

In addition to weekly exercises, there will be weekly homework assignments which are also due on the last day of the week (Sunday). Weekly homework assignments will be graded with a numerical score and must be submitted by the due date. Homework assignment details will be provided in the weekly presentation slides.

In addition to the weekly exercises and homework assignments, students will be required to complete a research project (described below).

Lastly, discussion board posts will be periodically posted on Blackboard. For every thread started by the professor, students are expected to post one original message and reply to 2 other

students posts. Participation in the discussion board will count towards the participation grade for the course.

Below are a few extra tips:

- Complete all assignments on time.
- Start major assignments early.
- Actively participant in the class discussions.
- Ask for help if you have questions or problems.
- You should expect to spend at least 9 hours per week on the project and class assignments.

Participation and Weekly Exercises:

Participation and weekly exercise grades will be based upon observations of students' work in the weekly exercises. These exercises are shorter and show that you are engaging with that week's material. Weekly exercises should be completed weekly and must be submitted by the end of the day which they are due. All assignments will be checked for plagiarism with Safe Assign.

There also may be discussions in the Discussion Board on Blackboard which will count towards the participation grade.

Since this is an asynchronous class you must be active on Blackboard to get credit for participation

Homework Assignments:

There are approximately 10 homework assignments. All submissions are to be submitted electronically on Blackboard and assignments must be completed by the end of the day on the day which they are due. All assignments will be checked for plagiarism with Safe Assign.

The assignments will require students to write in proper English and in their own words. Where necessary, references must be cited using APA format. All your work should be proofread. Grammar, spelling and punctuation count!

Research Project (Paper and Presentation Slides):

This semester you will write a research paper on a science/engineering/technology/mathematics topic of their choice. Students will research the issue thoroughly in order to fully explore and analyze the varying perspectives regarding the topic. The paper should include a clear thesis statement and references in-text, as well as a complete reference list at the end of the paper. The paper should be approximately 2000-4000 words (7 to 15 pages) in length (plus references).

Students will also present a recorded presentation on their research topic. The presentation should be 10-15 minutes.

Course Schedule

Course calendar subject to change

Week	Week Starting Date (Monday)	Topics	Weekly Exercise	Homework Assignment	Exercise & Assignment Due Date (Sunday)
1	1-Feb	Course Introduction Syllabus Review Career Readiness	Writing Diagnostic, Syllabus quiz & Introduction	Cover Letter and Resume	7-Feb
2	8-Feb	Analyzing your Audience and Purpose, Technical Memos	Demographic Traits	Technical Memo	14-Feb
3	15-Feb	Writing Concisely, Writing Collaboratively, Business Plans and Vision Statements	Concise Writing	Business Plan	21-Feb
4	22-Feb	Communication through Discussion Boards	Discussion Posts	No assignment this week	28-Feb
5	1-Mar	Research Writing: Theses, Outlining Papers, Writing Proposals	No exercise this week	Article Questions	7-Mar
6	8-Mar	Peer Reviewed Journal Articles, Referencing and EndNote, Avoiding Plagiarism	Romeo Article Questions	Research Project Proposal	14-Mar
7	15-Mar	Research Papers	Individual Scholarly Article	Research Project Outline	21-Mar
8	22-Mar	Abstract Writing, Journal Articles	Abstract Writing	Preliminary Reference list	28-Mar
9	29-Mar	Persuasive Arguments	No exercise this week	TED Talks	4-Apr
10	5-Apr	Visual Communication	Info-graphics	Paper graphics	11-Apr
11	12-Apr	Documentaries	Documentary Discussion	Documentaries	18-Apr
12	19-Apr	Digital and Social Media	Social Media Discussion	Zoom Background	25-Apr

13	26-Apr	Oral Communication	Research Topic Discussion	No assignment this week (work on your research project)	2-May
----	--------	--------------------	---------------------------	---	-------

Grading, Attendance, and Late Work Policies

Viewing Grades on Blackboard:

Points and feedback for graded activities will be posted to the My Grades tab in the Tools area of Blackboard. In most cases assignments will be graded within 1 week of submitting them.

In this course, you will be assessed on the following:

Grading:

Participation and Weekly Exercises:	30%
Homework Assignments:	40%
Research Project (presentation & paper):	30%

Letter Grades:

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Points	GPA/Points	Performance
A	94-100	4.0	Excellent work
A-	90-93	3.7	Nearly excellent work
B+	87-89	3.3	Very good work
B	83-86	3.0	Good work
B-	80-82	2.7	Mostly good work
C+	77-79	2.3	Mediocre work
C	73-76	2.0	Mediocre to poor work
C-	70-72	1.7	Poor work
D+	65-69	1.3	Very poor work
D	60-64	1.0	Very poor work
F	Less than 60	0.0	Failing work

Attendance Policy: This is an asynchronous class so there are no face-to-face classes. Attendance is determined by interaction on Blackboard.

Late Work Policy: After the deadline you have the option to turn in work, but you will lose points each day it is late. For weekly assignments, you will receive an automatic 0 after 1 week. For the larger assignments, you will receive an automatic 0 after 2 weeks. Late work will only be accepted with full credit given university sanctioned absences (ie. University sports, documented illness, or documented family emergencies).

Other Information

Discussion Board Grading Rubric

Interpretation Points	Quality of posts	Frequency	Mechanics
Exemplary 5, full points or higher	The comment is accurate, relevant, properly attributed and evidence-based as well as original and well written. Adds substantial teaching presence to the course and stimulates additional thought about the issue under discussion. Collegial and friendly tone.	Participates steadily throughout the week and responds to instructor and/or peers on or before deadline.	Free of spelling and grammatical errors.
Accomplished 3 to 4	The comment lacks at least one of the above qualities, but is above average in quality. Makes a significant contribution to our understanding of the issue being discussed.		One or two minor errors.
Developing 2 to 3	The comment lacks two or three of the required qualities. Comments which are based solely upon personal opinion or personal experience often fall within this category.	Few posts. Posts are bunched into one or two days at the end of the week.	
Needs work 1 to 2	The comment presents little or no new information. However, may provide social presence and contribute to a collegial atmosphere.	Few posts. Deadlines are not met.	Multiple spelling and grammar errors or inappropriate.

Course and University Policies

Student Accessibility Support Center Statement:

If you have a physical, psychological, medical, or learning disability that may impact your course work, please contact the Student Accessibility Support Center, 128 ECC Building, (631) 632-6748, or via e-mail at: sasc@stonybrook.edu. They will determine with you what accommodations are necessary and appropriate. All information and documentation is confidential.

Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and Student Accessibility Support Center. For procedures and information go to the following website: <https://ehs.stonybrook.edu/programs/fire-safety/emergency-evacuation/evacuation-guide-people-physical-disabilities>

Academic Integrity Statement:

Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Faculty is required to report any suspected instances of academic dishonesty to the Academic Judiciary. Faculty in the Health Sciences Center (School of Health Technology & Management, Nursing, Social Welfare, Dental Medicine) and School of Medicine are required to follow their school-specific procedures. For more comprehensive information on academic integrity, including categories of academic dishonesty please refer to the academic judiciary website at: http://www.stonybrook.edu/commcms/academic_integrity/index.html

Critical Incident Management:

Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of University Community Standards any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and the School of Medicine are required to follow their school-specific procedures. Further information about most academic matters can be found in the Undergraduate Bulletin, the Undergraduate Class Schedule, and the Faculty-Employee Handbook.

Understand When You May Drop This Course:

It is the student's responsibility to understand when they need to consider withdrawing from a course. Refer to the Stony Brook Academic Schedule for dates and deadlines for registration:

Incomplete Policy:

Under emergency/special circumstances, students may petition for an incomplete grade. Circumstances must be documented and significant enough to merit an incomplete. If you need to request an incomplete for this course, contact me for approval as far in advance as possible.

Course Materials and Copyright Statement:

Course material accessed from Blackboard, SB Connect, SB Capture or a Stony Brook Course website is for the exclusive use of students who are currently enrolled in the course. Content from these systems cannot be reused or distributed without written permission of the instructor and/or the copyright holder. Duplication of materials protected by copyright, without permission of the copyright holder is a violation of the Federal copyright law, as well as a violation of Stony Brook's Academic Integrity.

Online Communication Guidelines and Learning Resources:

Maintain Professional Conduct Both in the Classroom and Online: The classroom is a professional environment where academic debate and learning take place. I will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption. The course follows the standards set in the Student Code of Conduct, and students are subject to disciplinary action for violation of that code. If your behavior does not follow the course etiquette standards stated below, the grade you receive for a posting may suffer. I reserve the right to remove any discussion messages that display inappropriate language or content.

Online Etiquette:

- Offensive language or rudeness will not be tolerated. Discuss ideas, not the person.
- Avoid cluttering your messages with excessive emphasis (stars, arrows, exclamations).
- If you are responding to a message, include the relevant part of the original message in your reply, or refer to the original post to avoid confusion.
- Be specific and clear, especially when asking questions.
- Use standard punctuation and capitalization. Using all UPPERCASE characters gives the appearance of shouting and makes the message less legible.
- Remember that not all readers have English as their native language, so make allowances for possible misunderstandings and unintended discourtesies.

Online Classes Require Better Communication:

It is important to remember that we will not have the non-verbal cues that occur in a face-to-face classroom. I cannot see the confused, frustrated, or unhappy expressions on your face if you encounter problems. You **MUST** communicate with me so that I can help. To make the experience go smoothly, remember that you are responsible for initiating more contact, and being direct, persistent, and vocal when you don't understand something.

My Role as the Instructor:

As the instructor, I will serve as a “guide” in our online classroom. While I will not respond to every post, I will read what is posted, and reply when necessary. Expect instructor posts in the following situations:

- To assist each of you when it comes to making connections between discussion, lectures, and reading material.
- To fill in important things that may have been missed.
- To re-direct discussion when it gets “out of hand.”
- To point out key points or to identify valuable posts