Syllabus for ENGRC 3024: Communications/Writing-Intensive Co-op or Internship

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1 Overview of ENGRC 3024

Many students engage in a wide range of technical communications as part of their Co-op or internship, such as writing reports, memos, instructional manuals, technical blog posts, slides, data visualizations, and more. If you’re doing communicative work as part of your Co-op or internship, you could fulfill your technical communications requirement through the Engineering Communications Program’s ENGRC 3024: Communications/Writing-Intensive option for Co-op and internships.

ENGRC 3024 is a one-credit, graded course that you take the semester after your Co-op or internship. This one-credit course is the culmination of a process that begins early in your internship or Co-op. The steps of the process are listed below.

Before or early in the Co-op or internship
1. Make sure that you know what types of worksite communications can be used to fulfill the requirements for ENGRC 3024. See section 2 of this syllabus, and meet with me if you have questions.
2. Talk with your Co-op or internship supervisor to find out if you’ll be producing those types of worksite communications.

During the Co-op or internship
3. Get your plan for ENGRC 3024 approved. To do so, send the approval form to me (sa258). I’ll e-mail you back within a week, to let you know whether the plan is approved.
4. Write a technical memo that describes your Co-op or internship work and communications. For details on this assignment, please see the ENGRC 3024 website.
5. Complete the technical communications for your Co-op or internship, saving drafts and feedback comments for your ENGRC 3024 portfolio.

After the Co-op or internship is completed
6. In the semester after you return from Co-op, register for ENGRC 3024. You will get a PIN from me that will enable you to register for this “permission only” class.
7. Organize your technical communications into a digital portfolio, and send the portfolio to me. For details on how to organize the portfolio, please see the ENGRC 3024 website.
8. Write a final report, and send the final report to me. For details on this assignment, please see the ENGRC 3024 website.
2 \textbf{Worksite communications: Elements required for ENGRC 3024}

ENGRC 3024 requires that your worksite technical communications have the following elements.

1. Your employer must allow me to read the communications. I’m happy to sign a non-disclosure agreement (NDA).

2. At least some of the communications must be an integral part of your worksite responsibilities—work that you would do even if you weren’t planning to take ENGRC 3024. For ENGRC 3024, you might amplify or build on those communications in some way, perhaps by writing analyses of workplace communications or interviewing engineers, but the core communications must be a part of your workload.

3. You must complete a total of \textbf{at least four communications}.

4. Of these four communications, \textbf{at least two must be long documents} (typically, 5-10 pages) or \textbf{document series} (e.g., a set of 5 one-page documents of the same type, or a set of 3 two-page documents of the same type). Examples of long documents include site evaluations, conference papers, reports of test results and data analyses, users’ manuals, process documentation, project updates and assessments, parts and product specifications, research and development proposals, and so forth. Examples of document series include a set of meeting minutes, brief internal memos, letters to clients or suppliers, and so forth. Documents might be entirely text, or a mix of visuals and text.

5. For the remaining two communications, requirements are more open-ended, to reflect the value of oral and visual communication in the engineering workplace. These two communications could be documents similar to those described above; they could be more visually oriented communications such as slide decks used for giving talks or visual representations of data analysis; or they could be a record of oral communication, such as a memo describing a series of interviews about on-the-job communication with worksite engineers.

6. \textbf{At least two of the communications, including at least one of the documents (or document series), must receive written feedback from your supervisor and must be revised} based on that feedback. In your portfolio, you must document this process of drafting, receiving feedback, and revising.

3 \textbf{Texts & website}

To complete your ENGRC 3024 technical memo and final report, you’ll be assigned reading from some of the chapters in these two books:

Berger RE. 2014. \textit{A scientific approach to writing for engineers and scientists}. Wiley & Sons. https://newcatalog.library.cornell.edu/catalog/8881050

Both books are available in digital form from the Cornell library catalog, at no additional cost to members of the Cornell community. You will need to login with your Cornell NetID and password. If you run into difficulties accessing the texts off-campus, please consult https://www.library.cornell.edu/off-campus.


4 Assignments for ENGRC 3024

Assignments, deadlines, and grade weights (out of 100%) are listed below. For more details on the ENGRC 3024 plan approval form, please see that form. For more detail on the assignments for the technical memo, portfolio organization, and final report, please see those assignments.

ENGRC 3024 plan approval form

deadline: Within four weeks of beginning the Co-op or internship
- E-mail me (sa258) to let me know you will submit the form. I’ll set up an ENGRC 3024 box that can be accessed by only you and me; you’ll receive an e-mail from Cornell’s Box.
- Submit this form via Cornell’s Box at https://cornell.app.box.com/login.
- Within a week of sending this form, you’ll get an e-mail from me to let you know if your ENGRC 3024 portfolio plans have been approved.

Technical memo

typical length: 2-3 pages

deadline for draft: 2 weeks after your ENGRC 3024 plan has been approved
deadline for (optional) revision: One week after you receive feedback on draft from me
Grade weight: 10%
Please submit via your ENGRC 3024 Box account.

ENGRC 3024 registration

Please register before submitting the portfolio.

Portfolio

deadline for portfolio: Wednesday, September 7, 2016
Grade weight: 50% for portfolio, 10% for portfolio organization
Please submit via your ENGRC 3024 Box account, unless your Co-op or internship employer would prefer a different method of transmitting the portfolio (e.g., secure e-mail, USB drive).

If the portfolio of technical communications meet the needs of the Co-op or internship employer, then the portfolio earns a grade of "A." The portfolio’s organization is graded separately; please see the portfolio assignment for details. You may want to meet with me to discuss how to organize the portfolio. If so, please e-mail me (sa258) to arrange a meeting.
Final report

typical length: 3-5 pages

deadline for (optional) draft: Friday, November 18, 2016

deadline: Friday, December 9, 2016

Grade weight: 30%

Please submit via your ENGRC 3024 Box account.
You may want to submit a draft for my feedback, and then revise if necessary. If you submit a draft, please arrange a meeting with me to get my feedback.