CSE/ISE300 Technical Communications
Spring 2014 – Sec 02

Instructor: Professor Jennifer L. Wong
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Office Hours: Monday 10-11:30am, Thursday 1-2:30pm or by appointment

Course Homepage: http://www.cs.sunysb.edu/~cse300

Course Objectives and Description
Principles of professional technical communication for CS and IS students. Topics include writing business communications, user manuals, press releases, literature reviews, and research abstracts. Persuasive oral communications and effective presentation techniques, to address a range of audiences, will also be covered. This course satisfies the communications proficiency requirement for CSE/ISE majors.

The official course goals agreed upon by the faculty for this course are:
• An ability to produce effective written communications and reports.
• An ability to give effective oral presentations.

Course topics include:
• Principles of effective writing
• Business communications
• Software reviews
• User instructions
• Project documentation
• Press releases
• Literature reviews
• Research abstracts
• Principles of persuasive presentations
• Presentation media

Prerequisite
You must have taken WRT102, be a CSE or ISE major and have U3 or U4 standing to take this course.

Class Time/Place
Tuesday and Thursday, 11:30am - 12:50pm, Humanities 1023

Textbooks
No textbooks are required.

Online References:
• Supplementary Material: Online Technical Writing, by David A. McMurrey, http://www.prismnet.com/~hcexres/textbook/

Supplemental Reference:

Grading
The final grade will be determined based on the following:
• Attendance & Course Participation (10%)
  Attendance will be taken. Three unexcused absences accepted without penalty. Active participation in class discussions is required/expected.
• Presentations (20%)
  Short presentation (1-2 mins) and long (12-15 mins) individual presentation on a single topic will be given in lecture. The presentation schedule and topics will be given at least 1 week in advance. Make-up presentations will not be allowed without documented excused absence.
• Writing Assignments (60%)


Approximately 9 writing assignments will be given throughout the semester of varying length and complexity. Late assignments will be accepted up to 1 week after the deadline. Each day late will have a penalty of 5% deduction off the max score per day late.

- **In-Class Exercises (10%)**
  Completion of spurious in-class exercises/assignments is required and must be completed in lecture. There are no make-ups allowed.

**Academic Dishonesty**
You may discuss the assignments/presentations/term paper with anyone you like, however each students' assignment (including slides, term paper) which they submit must be their own work, and only their own work. In particular, after reading the literature, in your submitted work you MUST summarize the material using your own words. Any evidence that any part of the assignment has been copied, shared, or transmitted in any way (this includes using resources from the Internet or written by others in previous semesters!) will be regarded as evidence of academic dishonesty, unless properly cited. The College of Engineering and Applied Sciences regards academic dishonesty as a very serious matter, and provides for substantial penalties in such cases, such as receiving an 'F' grade, or expulsion from the University. For more information, obtain a copy of the CEAS guidelines on academic dishonesty from the CEAS office.

Be advised that any evidence of academic dishonesty will be treated with utmost seriousness. Those involved will be prosecuted to the fullest extent permitted by the University and College laws.

The following statement about academic dishonesty, adopted by the Undergraduate Council on September 12, 2006, is required to be included in syllabi for all undergraduate courses:

"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. Any suspected instance of academic dishonesty will be reported to the Academic Judiciary. For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic judiciary website."

**Students with Disabilities**
"If you have a physical, psychological, medical or learning disability that may impact on your ability to carry out assigned course work, I would urge that you contact the staff in the Disability Support Services office (DSS), ECC Building (behind SAC), 632-6748/TDD. DSS will review your concerns and determine, with you, what accommodations are necessary and appropriate. All information and documentation of disability is confidential."

Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and Disability Support Services. For procedures and information go to their and search Fire Safety and Evacuation and Disabilities.

**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 Judicial Affairs 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.