

COURSE INFORMATION

Course Name: Communications in Civil Engineering Course Code: CIV ENG 2103

Session Offered: Fall 2020

Calendar Description: Oral and written communication in context of civil engineering activity. A professional liaison program involving site visits. Three lectures, one tutorial (three hours); first term

Not open to students registered in an IBEHS, Engineering and Management or Engineering and Society program.

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Class Schedule: Mon 12:30-1:20; Tue 1:30-2:20; Thu 12:30-1:20 Location: Virtual

Tutorial Schedule: Thu 2:30-5:20 Location: Virtual

1. COURSE OBJECTIVES

- develop communications skills appropriate for professional engineering through a process-driven-approach (written communication, professional skills workshops, and oral presentations)
- introduce the civil engineering profession including ethics and professionalism (visits to two companies)
- develop an understanding of technical and non-technical issues in engineering (introduction to strategies for problem-solving, working in groups, and understanding personality-types)
- learn to access and use appropriate resource material to research topics in civil engineering

NOTE: This is not a course in remedial English. If you do not have a competent command of the English language (especially writing) you are strongly advised to seek additional assistance early in the term. Limited support is available through the Student Success Centre (<https://studentsuccess.mcmaster.ca/academic-skills/writing-support/>).

2. COURSE SPECIFIC POLICIES

The major form of communication in this course will be the Avenue to Learn (A2L) site. All notes, recordings, and assignments will be available on the A2L site. The course calendar including class and tutorial times, virtual meeting locations, and due dates are also available on the A2L site. The schedule may change slightly throughout the term, and any changes will be announced in class and reflected on the A2L calendar. Additionally, there is a discussion board on A2L where you can communicate with each other, myself, and the TAs regarding assignments, projects, and other course-related matters. All email to the instructor and TAs must be sent from your McMaster or A2L email account. The subject line must start with 2103. Email sent from non-McMaster accounts may be filtered out.

This course will be delivered online using a synchronous format during our regularly scheduled class times to facilitate interactions between students, TAs, and myself; attendance is expected. A significant number of classes will be conducted in workshop-style to give students the opportunity to practice skills. Where possible, class

sessions will be recorded, captioned, and put on the A2L site for those who are unable to attend; however, it will not be possible to record workshop-style classes, or student presentations.

Textbook:

The required text for this course is: Ewald, Thorsten. *Writing in the Technical Fields: A Practical Guide*, (1st, 2nd, OR 3rd ed.) Don Mills, Ontario: Oxford University Press, 2020.

Notes:

Course notes will be posted on A2L in sections over the duration of the term. You may print these notes and add the necessary details during class, or you can take your own notes in class. The course notes are not intended to replace the textbook.

Assignments:

Assignments and submission dates are posted on A2L. Assignments are to be submitted through 'Turnitin'. The course website will have a cut-off time for the submission of each assignment. Do not wait until the last few minutes before the cut-off time to submit your work. Late submissions will not be accepted. Any assignment (individual or group) that is not submitted to the website by the deadline time will receive a grade of zero. Late submission of the PLP group report (in paper format) will incur a penalty of 20% of the full value of the assignment per day based upon the date of receipt. Submission of any work for grading, in either paper or electronic form, means that you have read and understand McMaster's Academic Integrity Policy.

Tutorials:

The tutorial sessions will be used for a range of activities, including writing tips, TA support, PLP "virtual" site visits, and individual and group presentations.

3. SCHEDULE

Week	Topic	Due
WEEK 1	Class: Introduction	
WEEK 2	Class: Personality Types <i>Tutorial: writing</i>	
WEEK 3	Class: Reflection & Emails <i>Tutorial: writing</i>	reflection: personality types
WEEK 4	Class: Writing, Referencing & Citations <i>Tutorial: writing</i>	research topic email
WEEK 5	Class: Interview & Meeting Skills <i>Tutorial: PLP Meetings</i>	
MIDTERM BREAK		
WEEK 6	Class: Working in Groups <i>Tutorial: PLP meetings</i>	reflection: interview & meeting skills
WEEK 7	Class: Crucial Conversations <i>Tutorial: PLP meetings</i>	reflection: working in groups PLP progress memo

WEEK 8	Class: Professionalism & Presentation Skills <i>Tutorial: PLP meetings</i>	reflection: crucial conversations
WEEK 9	Class: Technical Reports & Group Decisions <i>Tutorial: Presentations</i>	reflection: professionalism PLP thank-you email
WEEK 10	Class: Group Decisions & Presentations <i>Tutorial: Presentations</i>	individual research report
WEEK 11	Class: Presentations <i>Tutorial: Presentations</i>	reflection: group decisions
WEEK 12	Class: Presentations <i>Tutorial: Presentations</i>	PLP Final Report
WEEK 13	Class: Presentations & CEAB	
4. ASSESSMENT OF LEARNING		WEIGHT %
Group Work (40%)		
i)	PLP Oral Presentation (20 minutes)	10%
ii)	PLP Final Written Report	30%
Individual work (60%)		
i)	Research topic proposal email	3%
ii)	PLP progress memo	3%
iii)	PLP thank you email	3%
iv)	Individual presentation on your research topic (6 minutes)	8%
v)	Individual Research Report	15%
vi)	Reflections (hand in 3 of 6; 6% each)	18%
vii)	Participation	10%
5. LEARNING OUTCOMES		
6.1	Ability to manage time and processes effectively, prioritizing competing demands to achieve personal and team goals and objectives.	
6.2	Can develop and implement processes and methodologies to manage the effectiveness of a team both in terms of the quality of the work produced by the team as well as the inter-personal relationships within the team.	
6.3	Able to work in a group, taking a leadership role as appropriate and relinquishing the leadership role as appropriate.	
7.2	Presents instructions and information clearly and concisely	
7.3	Constructs effective written arguments	
8.1	Understands the role of the engineer in society, especially in protection of the public and public interest.	
8.2	Understands legal requirements governing engineering activities (including but not limited to personnel, health, safety, and risk issues).	
8.3	Is aware of the PEO and the role of licensing.	
9.1	Is able to identify and quantify the full range of short-term, long-term, local and global impacts of their engineering projects on society, including: economic aspects; social, cultural, and human health aspects, and ecosystem integrity aspects.	
10.1	Applies the engineering code of ethics, understanding of the stakeholders: the individual, the employer, and the public.	

12.1 Be able to critically evaluate and apply knowledge, methods and skills procured through self directed and self identified sources, including those that lie outside the nominal course curriculum.

6. COMMUNICATIONS

It is the student's responsibility to:

- Maintain current contact information with the University, including address, phone numbers, and emergency contact information.
- Use the University provided e-mail address or maintain a valid forwarding e-mail address.
- Regularly check the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their "@mcmaster.ca" alias.
- Accept that forwarded e-mails may be lost and that e-mail is considered received if sent via the student's @mcmaster.ca alias.
- Check the McMaster/Avenue email and course websites on a regular basis during the term.

7. POLICIES

ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university. For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>.

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

AUTHENTICITY / PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software. **All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ON-LINE ELEMENT

Some courses may use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with the course instructor.

ONLINE PROCTORING

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the "Code"). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online.**

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University's [Academic Accommodation of Students with Disabilities](#) policy.

REQUESTS FOR RELIEF FOR MISSED ACADEMIC TERM WORK

[McMaster Student Absence Form \(MSAF\)](#): In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work".

The McMaster Student Absence Form is a self-reporting tool for **Undergraduate Students** to report absences that last up to 5 days and provides the ability to request accommodation for any missed academic work. Please note, this tool cannot be used during any final examination period. You may submit a maximum of 1 Academic Work Missed requests per term. It is **your** responsibility to follow up with your Instructor immediately regarding the nature of the accommodation. If you are absent more than 5 days or exceed 1 request per term you **must** visit your Associate Dean's Office (Faculty Office). You may be required to provide supporting documentation. This form should be filled out immediately when you are about to return to class after your absence.

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

PROTECTION OF PRIVACY ACT (FIPPA)

The Freedom of Information and Protection of Privacy Act (FIPPA) applies to universities. Instructors should take care to protect student names, student numbers, grades, and all other personal information at all times. For example, the submission and return of assignments and the posting of grades must be done in a manner that ensures confidentiality – see <http://www.mcmaster.ca/univsec/fippa/fippa.cfm>.

ANTI-DISCRIMINATION

The Faculty of Engineering is concerned with ensuring an environment that is free of all discrimination. If there is a problem, individuals are reminded that they should contact the Department Chair, the Sexual Harassment Officer, or the Human Rights Consultant, as soon as possible.

https://www.mcmaster.ca/policy/General/HR/Discrimination_and_Harassment.pdf

EXTREME CIRCUMSTANCES

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

8. MCMASTER GRADING SCALE

Grade	Equivalent Grade Point	Equivalent Percentages
A+	12	90-100
A	11	85-89
A-	10	80-84
B+	9	77-79
B	8	73-76
B-	7	70-72
C+	6	67-69
C	5	63-66
C-	4	60-62
D+	3	57-59
D	2	53-56
D-	1	50-52
F	0	0-49

