

ENGPYHS 3EC4  
Professional Communication and Project Management  
Undergraduate Fall 2021  
Course Outline

**CALENDAR/COURSE DESCRIPTION**

Introduction to communication styles, team dynamics, oral and written presentation skills, effective two-way communication strategies, project management, problem analysis, and job skills.

**PRE-REQUISITES AND ANTI-REQUISITES**

Prerequisite(s): Registration in the final level of an Engineering Physics program  
Antirequisite(s): ENGPYHS 4ES3

**INSTRUCTOR OFFICE HOURS AND CONTACT INFORMATION**

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**Office Hours:**  
By appointment

**TEACHING ASSISTANT OFFICE HOURS AND CONTACT INFORMATION**

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**COURSE WEBSITE/ALTERNATE METHODS OF COMMUNICATION**

<http://avenue.mcmaster.ca/>  
[www.coursewebsite.mcmaster.ca](http://www.coursewebsite.mcmaster.ca)

**COURSE INTENDED LEARNING OUTCOMES**

By the end of this course, students should be able to:

- Understand and apply different communication styles in their professional careers.
- Understand different team dynamics in the workplace.
- Elevate their oral and written presentation skills.
- Understand the application of project management best practices in the workplace.

**MATERIALS AND FEES**

**Required Texts:** Note

**Recommended Additional Texts:**

- 1) Writing in the Technical Fields: A Practical Guide 3<sup>rd</sup> Edition (2020) by Ewald
- 2) Project Management: The Managerial Process (Appropriate Editions: 8<sup>th</sup> Edition (2021) by Larson & Gray
- 3) A Guide to the Project Management Body of Knowledge (PMBOK® Guide) — 7<sup>th</sup> Edition (2021) by PMI

<b>COURSE FORMAT AND EXPECTATIONS</b>
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The course is organized as follows:

- **100% Asynchronous “Online” course via Avenue** (with due dates on Sundays at 11:59 pm ET).
  - **OPTIONAL** Synchronous "Live sessions" via Zoom (i.e. "Professor led" => present some lecture materials, clarify questions and to provide additional examples) on **Sundays** from ten (10) am (MORNING) to 12 pm ET.
- The 1st **OPTIONAL** Zoom session will be held this Sunday, September 12th at 10 am ET.

<b>COURSE SCHEDULE</b>		
<b>Date/Week</b>	<b>Topic</b>	<b>Readings</b>
Week 1 (September 12)	<b>Introduction</b> <ul style="list-style-type: none"> <li>• Orientation</li> </ul>	<b>See Avenue</b>
Week 2 (September 19)	<b>Best practices of written communication</b> <ul style="list-style-type: none"> <li>• Emails</li> <li>• Letter</li> <li>• Resumes</li> </ul>	<b>See Avenue</b>  <b>Assignment 1:</b> <b>4-min Video Introduction</b>
Week 3 (September 26)	<b>Formal Workplace Communication</b> <ul style="list-style-type: none"> <li>• Formal Reports</li> <li>• Organizing information</li> </ul> <b>Technical Documentation</b> <ul style="list-style-type: none"> <li>• Technical writing with a purpose</li> <li>• Report styles</li> </ul>	<b>See Avenue</b>  <b>Assignment 2:</b> <b>Resume + LinkedIn Application</b>
Week 4 (October 3)	<b>Visualizing Data</b> <ul style="list-style-type: none"> <li>• Functions and types of graphics</li> <li>• Graphics in reports</li> <li>• LinkedIn case study</li> </ul>	<b>See Avenue</b>
Week 5 (October 10)	<b>Oral Communication</b> <ul style="list-style-type: none"> <li>• Best practices of oral communication</li> <li>• Intercultural Communication</li> </ul>	<b>See Avenue</b>
<b>Midterm Recess: Monday, October 11 to Sunday, October 17</b> <b>(No Classes Scheduled)</b>		
Week 6 (October 24)	<b>Negotiation &amp; Interview Skills</b> <ul style="list-style-type: none"> <li>• Different negotiation styles</li> <li>• Interview Questions</li> </ul>	<b>See Avenue</b>  <b>Assignment 3:</b> <b>Job Pitch Presentations</b>
Week 7 (October 31)	<b>Project Management – Part 1</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Scope Management</li> <li>• Time and Cost Management</li> </ul>	<b>See Avenue</b>
Week 8 (November 7)	<b>Project Management – Part 2</b> <ul style="list-style-type: none"> <li>• Developing a Project Plan</li> <li>• Scheduling Resources</li> </ul>	<b>See Avenue</b>

Week 9 (November 14)	<b>Project Management – Part 3</b> <ul style="list-style-type: none"> <li>Human Resources</li> <li>Risk Assessment &amp; Management</li> </ul>	<b>See Avenue</b>  <b>Group Assignment 1: Project Communications Plan</b>
Week 10 (November 21)	<b>Project Management – Part 4</b> <ul style="list-style-type: none"> <li>Procurement</li> <li>Performance Management</li> </ul>	<b>See Avenue</b>
Week 11 (November 28)	<b>Project Management – Part 5</b> <ul style="list-style-type: none"> <li>Execution</li> <li>Leadership</li> </ul>	<b>See Avenue</b>
Week 12 (December 5)	<b>Project Management – Part 6</b> <ul style="list-style-type: none"> <li>Closing Projects</li> </ul>	<b>See Avenue</b>  <b>Group Assignment 2: Project Management Case Study</b>

#### ASSESSMENT

Component	Due Date	Weight
A1: 4-min Video Introduction	Sunday, September 19	5%
A2: Resume + LinkedIn Application	Sunday, September 26	20%
A3: Job Pitch Presentations	Sunday, October 24	25%
G1: Project Communications Plan	Sunday, November 14	20%
G2: PM Case Study	Sunday, December 5	30%
Total		100%

#### ACCREDITATION LEARNING OUTCOMES

The Learning Outcomes defined in this section are measured for Accreditation purposes only and will not be directly taken into consideration in determining a student's grade in the course.

For more information on Accreditation, please visit: <https://www.engineerscanada.ca>

#### EQUITY, DIVERSITY, AND INCLUSION

Every registered student belongs in this course. Diversity of backgrounds and experiences is expected and welcome. You can expect your Instructor to be respectful of this diversity in all aspects of the course, and the same is expected of you.

The Department of Engineering Physics is committed to creating an environment in which students of all genders, cultures, ethnicities, races, sexual orientations, abilities, and socioeconomic backgrounds have equal access to education and are welcomed and treated fairly. If you have any concerns regarding inclusion in our Department, in particular if you or one of your peers is experiencing harassment or discrimination, you are encouraged to contact the Chair, Associate Undergraduate Chair, Academic Advisor or to contact the [Equity and Inclusion Office](#).

#### PHYSICAL AND MENTAL HEALTH

For a list of McMaster University's resources, please refer to the [Student Wellness Centre](#).

#### 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:

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

#### AUTHENTICITY / PLAGIARISM DETECTION

**This course will** use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. Students will be expected to submit their work electronically via an online learning platform (e.g. A2L) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

For more details about McMaster's use of Turnitin.com please go to [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

#### COURSES WITH AN ON-LINE ELEMENT

McMaster is committed to an inclusive and respectful community. These principles and expectations extend to online activities including electronic chat groups, video calls and other learning platforms.

**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.

#### CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of 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](mailto:sas@mcmaster.ca) to make arrangements with a Program Coordinator. For further information, consult McMaster University's [Academic Accommodation of Students with Disabilities](#) policy.

#### COURSE POLICY ON MISSED WORK, EXTENSIONS, AND LATE PENALTIES

1. It is the students' responsibility to regularly check the course webpage (ex. Avenue to Learn) for updates and announcements.
2. Students with extenuating circumstances should contact the Instructor if they are not able to submit their assignments on time.

#### SUBMISSION OF REQUEST FOR RELIEF FOR MISSED ACADEMIC WORK

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".

1. **Relief for missed academic work worth less than 25% of the final grade resulting from medical or personal situations lasting up to three calendar days:**
  - Use the [McMaster Student Absence Form](#) (MSAF) on-line self-reporting tool. No further documentation is required.
  - Students may submit requests for relief using the MSAF once per term.
  - An automated email will be sent to the course instructor, who will determine the appropriate relief. Students must immediately follow up with their instructors. Failure to do so may negate the opportunity for relief.
  - The MSAF cannot be used to meet a religious obligation or to celebrate an important religious holiday.
  - The MSAF cannot be used for academic work that has already been completed attempted.
  - An MSAF applies only to work that is due within the period for which the MSAF applies, i.e. the 3-day period that is specified in the MSAF; however, all work due in that period can be covered by one MSAF.
  - The MSAF cannot be used to apply for relief for any final examination or its equivalent. See *Petitions for Special Consideration* above.
2. **For medical or personal situations lasting more than three calendar days, and/or for missed academic work worth 25% or more of the final grade, and/or for any request for relief in a term where the MSAF has been used previously in that term:**
  - Students must report to their Faculty Office to discuss their situation and will be required to provide appropriate **supporting documentation**.
  - If warranted, the Faculty Office will approve the absence, and the instructor will determine appropriate relief.

#### 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.

#### 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.