
Course Sheet

Course Objectives:

The course main objective is to enhance and sharpen students' communication skills. This includes, but not limited to, the following skills:

- Thinking and searching skills
- Writing skills
- Presentation skills
- Teaming skills
- Evaluation and reviewing skills

The course is designed to cover the essential skills through, Lectures, Assignments, projects, and activity in class.

Course Topics:

The specific topics that will be covered in this course are listed in the weekly plan sheet. There will be a lecture in each week and some activities related to the lecture. The new assignment and the due assignment are specified in a weekly basis.

Course Policies:

The course policies cover the following:

- General policies
- Grading policy
- Choosing final paper topic policy
- Referencing policy
- Plagiarism policy

Every student should read and understand these policies.

Grading:

5	Punctuality in attendance
10	Participation
35	Seven assignments
20	Two quizzes
20	Final report: written
10	Final report: oral presentation

References:

1. Effective Presentation, by: Jay and Jay
2. How to write proposals and reports, by: Jay
3. A style manual for Engineering students, by: J. Schall
4. Technical writing and professional communications for non-native speakers, by: Olsen, and Huckin
5. Effective technical communications, by: A. Eisenberg
6. Technical Communication, by: Lay, Wahlstrom, Rude, Selfe, and Selz

Weekly Plan

#	Topic (40 – 50 minutes)	In Class Activity (40 – 50 minutes)	New Assignment	Assig. Due	
1	Introduction and Guidelines	Conversation and Ice breaking			
2	Guidelines for Good Writing: Punctuation and Grammar	Correcting paragraphs with errors	Assignment # 1: Punctuation and grammar		
3	Searching, Compiling, Referencing, and Ethics	Searching internet and library	Assignment # 2: Searching for Final Paper (F.P.) topic	Assig.# 1	
4	Report Structure and Components	Reviewing a sample report to write the Abstract and Conclusion		Assig.# 2	
5	Guidelines for Good Presentation	Practicing converting text into attractive slides	Assignment # 3: A: Literature review for F.P. topic B: Presentation of literature review		
6	First Oral Presentation: Literature Review for F.P. topic	Peer to peer evaluation of the 1 st oral presentation		Assig.# 3 A and B	
7	Writing CV's and Guidelines for Successful Interviews	Practicing interviews	Assignment # 4: Presentation of 1st draft of F.P. report Assignment # 5: First draft of F.P. report		Quiz
8	Group Dynamics and management Skills	Practicing preparing: agenda, and minutes; running meetings			
9	Second Oral Presentation: The 1st Draft of Final Paper	Peer to peer evaluation of the 2nd oral presentation		Assig.# 4	
10	Guidelines for Writing and Evaluating Proposals	Discussing sample of Request for Proposals (RFP) and sample Proposal	Assignment # 6: Writing proposal with first draft of CV	Assig.# 5	
11	Taking Notes and Writing letters and Memo's	Listening to a speech and taking notes			Quiz
12	Guest Speaker	Taking notes and evaluation of speech	Assignment # 7: Peer evaluation of proposals	Assig.# 6 (2 copies)	
13	Discussion Session	Discussing: Guest speaker speech, comments on F.P., and evaluation		Assig.# 7	
14	Third Oral Presentation: Final Draft of Final Paper Report.	Three things should be submitted as a one document (hard and soft copies): the final draft of the final paper report, the slides of presentation in a handout form, and the final CV + the first draft of the F.P. report.			

Course Policies

1. General Policies:

- Attending the class from the 1st minute is an essential part of the course. Therefore, five points dedicated for students who show up at least 10 lectures from the 1st minute.
- English language is used throughout this course. Therefore, reports, presentation, and activities have to be in English.
- All reports and assignments have to be written using MS Word using 1.5 spacing, New Times Roman font of size 12, and margins of 1 in.
- All presentations have to be in Power Point.

2. Grading Policy:

- Assignments (5x7): 35 pts (All assignments are mandatory)
- Two quizzes (10x2): 20 pts
- In class activities (cards with two colors): 10 pts
- Punctuality in attendance: 5 pts
- Final paper report: 20 pts
- Final paper presentation: 10 pts

3. Choosing Final Paper topic Policy:

- Every student has to choose a topic in engineering or related to engineering
- The topic has to be published during the last six months in an Arabic Saudi periodical published monthly, bimonthly, or quarterly.
- A hard copy of the published topic should be submitted
- No identical topics are allowed among all sections; therefore, it is the responsibility of each student to have an independent topic.
- If two or more students choose similar topics, they will be asked to change theirs.

4. Referencing Policy:

- References, listed in all assignments or final paper, have to be used directly, therefore a full copy (hard or soft) of any reference should be available in his hand and submitted upon request
- A copy of the 1st page of each reference used should be submitted with any assignment

5. Plagiarism Policy:

- Taking any information from other sources without referring to them is considered an act of plagiarism
- Copying (completely or partially) from other students is considered an act of plagiarism
- Any act of plagiarism is prohibited in this course and may result in getting zero in the submitted work or failing in the course.
- Every student has to sign a pledge which states clearly this policy