SE 3I03 Fall 2004

00 Preliminaries

Instructor: W. M. Farmer

Revised: 8 September 2004

Instructor

Dr. William M. Farmer

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Office hours: TR 15:30-17:20

Mission

- Learn the importance of effective communication

- Sharpen technical writing skills

- Practice oral presentation

- Discuss techniques for describing and explaining software

Work Plan

- Lectures in class

- Writing exercises out of class

- Speaking exercises in class

- Group project
  - Groups will be composed of two students
  - Purpose is to learn how to put forward a proposal
  - Products: 2 written proposals, 2 oral presentations

- Midterm test during class time on October 29, 2004

- Final exam on the date scheduled by the University

Mechanics

- Course web site:

    `http://www.cas.mcmaster.ca/~wmfarmer/SE-3I03-04/`

- Required text:

    D. Beer, ed., *Writing and Speaking in the Technology Professions: A Practical Guide*, Second Edition, Wiley-IEEE, 2003. ISBN: 0-471-44473-1.

- Teaching assistant: Sabina Horton

    – Provide assistance with writing
    – Mark preliminary papers

- Each student is required to keep a log book

Academic Dishonesty

- Academic dishonesty consists of misrepresentation by deception or by other fraudulent means

- Includes:
  - Plagiarism
  - Copying
  - Improper collaboration

- Academic dishonesty can result in serious consequences

- Your work must be your own. Plagiarism and copying will not be tolerated!

- We will be using the software package Turnitin which is designed to reveal plagiarism

- Students may be asked to defend their written work orally

Other Policy Statements

1. Significant study and reading outside of class is required.

2. Regular class attendance is required. Attendance will be taken, and absences will be excused only in highly exceptional cases.

3. The student is expected to ask questions during class.

4. You may want to discuss the exercises and group project with your fellow students. **If you do that, you must record a summary of your discussions in your log book including a list of all those with whom you had discussions and a description of what information you received.** It is part of your professional responsibility to give credit to all who have contributed to your work.

5. A student may use his or her texts and notes during the midterm test and final exam.

6. Papers and oral presentations may not be done late and the midterm test may not be taken later without **prior** approval from the instructor.

7. The instructor reserves the right to require a deferred final exam to be oral.

8. Suggestions on how to improve the course and the instructor's teaching methods are always welcomed.

Grading

Exercises	30%
Group project	30%
Midterm test	20%
Final exam	20%
Total	**100%**

Note: A student's final score will be reduced by one half point for each missed class (there is no penalty for the first **four** missed classes).

Syllabus

01 Oral Presentations

02 Writing Technical Documents

03 Technical Reports

04 Proposals

05 Research Papers

06 Web Design

07 Software Documentation

08 Software Manuals

09 Coding Style

Exercise and Group Project Schedule

Assignment	Due Date
Exercise 1	
Oral presentation	23-SEP to 19-OCT
Exercise 2	
First draft	01-OCT
Final draft	15-OCT
Exercise 3	
First draft	08-OCT
Final draft	22-OCT
Group Project	
First oral presentation	28-OCT to 09-NOV
Second oral presentation	16-NOV to 25-NOV
First draft short paper	29-OCT
Final draft short paper	12-NOV
First draft long paper	12-NOV
Final draft long paper	26-NOV
Exercise 4	
First draft	19-NOV
Final draft	03-DEC