

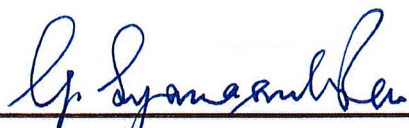
**TO:** The Faculty of the College of Engineering  
**FROM:** The Lyles School of Civil Engineering  
**RE:** CE 39201 Technical Communication in Civil Engineering

The Faculty of the Lyles School of Civil Engineering has approved the following new course. This action is now submitted to the Engineering Faculty with a recommendation for approval.

**Course no.** CE 39201 **Technical Communication in Civil Engineering**  
Semesters 1 and 2, Lecture 1, Cr. 2.  
Prerequisite: CE 29202 Contemporary Issues in Civil Engineering

**Description:** CE 39201 will build upon the technical communication components of CE 29202, adding instruction in oral communication, projects, and working in teams. This course involves both individual and team assignments intended to offer students the opportunity to practice preparing and delivering written correspondence and reports, as well as oral presentations. These activities may be coordinated with other CE courses being taken by students in CE 39201.

**Reason:** The Civil Engineering Faculty has decided that there must be a course that is specifically designed to instruct undergraduate students in technical communications, providing activities, feedback, and evaluation. CE 39201 will act as a "bridge" in the civil engineering curriculum between CE 29202 Contemporary Issues in Civil Engineering and CE 49800 Senior Design, while integrating technical communications instruction into other CE courses, as appropriate.

  
\_\_\_\_\_  
Rao S. Govindaraju  
Bowen Engineering Head and Christopher B. and Susan S. Burke Professor  
Lyles School of Civil Engineering

APPROVED FOR THE FACULTY  
OF THE SCHOOLS OF ENGINEERING  
BY THE ENGINEERING  
CURRICULUM COMMITTEE

ECC Minutes 4/8/14  
Date 4/8/14  
Chairman ECC J. H. 2. J.

CE 39201

Office of the Registrar  
FORM 40 REV. 5/11

PURDUE UNIVERSITY  
REQUEST FOR ADDITION, EXPIRATION,  
OR REVISION OF AN UNDERGRADUATE COURSE  
(10000-40000 LEVEL)

Print Form  
EFD 33-14

DEPARTMENT Civil Engineering

EFFECTIVE SESSION Fall 2014 (201510)

201510

INSTRUCTIONS: Please check the items below which describe the purpose of this request.

- 1. New course with supporting documents
- 2. Add existing course offered at another campus
- 3. Expiration of a course
- 4. Change in course number
- 5. Change in course title
- 6. Change in course credit/type
- 7. Change in course attributes (department head signature only)
- 8. Change in instructional hours
- 9. Change in course description
- 10. Change in course requisites
- 11. Change in semesters offered (department head signature only)
- 12. Transfer from one department to another

PROPOSED:

EXISTING:

Subject Abbreviation CE Subject Abbreviation \_\_\_\_\_  
 Course Number 39201 Course Number \_\_\_\_\_  
 Long Title Technical Communication in Civil Engineering  
 Short Title Technical Communication in CE

TERMS OFFERED  
Check All That Apply:

Fall  Spring  Summer

CAMPUS(ES) INVOLVED

Calumet  N. Central  
 Cont Ed  Tech Statewide  
 Ft. Wayne  W. Lafayette  
 Indianapolis

Abbreviated title will be entered by the Office of the Registrar if omitted. (30 CHARACTERS ONLY)

CREDIT TYPE

1. Fixed Credit: Cr. Hrs. 2  
 2. Variable Credit Range:  
 Minimum Cr. Hrs. \_\_\_\_\_  
 (Check One) To  Or   
 Maximum Cr. Hrs. \_\_\_\_\_  
 3. Equivalent Credit: Yes  No

COURSE ATTRIBUTES: Check All That Apply

1. Pass/Not Pass Only   
 2. Satisfactory/Unsatisfactory Only   
 3. Repeatable   
 Maximum Repeatable Credit:   
 4. Credit by Examination   
 5. Fees:  Coop  Lab  Rate Request  
 Include comment to explain fee \_\_\_\_\_  
 6. Registration Approval Type  
 Department  Instructor   
 7. Variable Title   
 8. Honors   
 9. Full Time Privilege   
 10. Off Campus Experience

ScheduleType	Minutes Per Mtg	Meetings Per Week	Weeks Offered	% of Credit Allocated
Lecture	50	1	16	50
Recitation	50	1	16	50
Presentation				
Laboratory				
Lab Prep				
Studio				
Distance				
Clinic				
Experiential				
Research				
Ind. Study				
Pract/Observ				

Cross-Listed Courses  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

RECEIVED  
APR 22 2014

COURSE DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS):

Prerequisite: CE 29202 Contemporary Issues in Civil Engineering CE 29201 or CE 29202  
 CE 39201 will build upon the technical communication components of CE 29202, adding instruction in oral communication, projects, and working in teams. This course involves both individual and team assignments intended to offer students the opportunity to practice preparing and delivering written correspondence and reports, as well as oral presentations. These activities may be coordinated with other CE courses being taken by students in CE 39201.

\*COURSE LEARNING OUTCOMES:

Learning Objectives: 1. Know the value of clear and concise communication. 2. Understand the audience and structuring communications. 3. Employ the forms of arguments/reasoning. 4. Apply knowledge of scientific vocabulary and technical data-driven communication. 5. Work effectively in teams. 6. Employ issue analysis to plan team project work. 7. An understanding of good listening; oral communications. 8. Employ PowerPoint and visual communications effectively. 9. Deliver team technical presentations. 10. Develop and presenting lab reports. 11. Knowledge to prepare "How-To" video project. 12. Conduct meetings; running brainstorming sessions. 13. Develop persuasive presentations. 14. Prepare effective resumes, cover letters, job searches. 15. Employ job interview skills.

Calumet Department Head _____ Date _____	Calumet School Dean _____ Date _____
Fort Wayne Department Head _____ Date _____	Fort Wayne School Dean _____ Date _____
Indianapolis Department Head _____ Date _____	Indianapolis School Dean _____ Date _____
North Central Faculty Senate Chair _____ Date _____	Vice Chancellor for Academic Affairs _____ Date _____
West Lafayette Department Head _____ Date <u>6/2/2014</u>	West Lafayette College/School Dean _____ Date <u>4/9/14</u>

*[Handwritten Signature]* 5/5/2014  
 West Lafayette Registrar \_\_\_\_\_ Date \_\_\_\_\_

OFFICE OF THE REGISTRAR

LAM 4/29/14



## **CE 39201 Technical Communication in Civil Engineering**

**Required text:** TBD

**Recommended References:** TBD

### **Week Number and Topics:**

1. Course introduction - The value of clear and concise communication
2. Understanding your audience and structuring communications
3. Employing the forms of arguments/reasoning
4. Scientific vocabulary and technical data-driven communication
5. Working effectively in teams - Team project topic selection
6. Employing issue analysis to plan team project work
7. Good listening; Oral communications
8. Using PowerPoint and visual communications effectively
9. Delivering team technical presentations
10. Developing and presenting lab reports
11. Specifying Instructions - Introduction of "How-To" video project
12. Conducting meetings; Running brainstorming sessions
13. Persuasive presentations
14. Resumes, Cover letters, Job searches
15. Job Interviews
16. Final Project Return

**Grading:** 100% written and oral assignments, approximately six in number

**Learning Objectives:** 1. Know the value of clear and concise communication. 2. Understand the audience and structuring communications. 3. Employ the forms of arguments/reasoning. 4. Apply knowledge of scientific vocabulary and technical data-driven communication. 5. Work effectively in teams. 6. Employ issue analysis to plan team project work. 7. An understanding of good listening; oral communications. 8. Employ PowerPoint and visual communications effectively. 9. Deliver team technical presentations. 10. Develop and presenting lab reports. 11. Knowledge to prepare "How-To" video project. 12. Conduct meetings; running brainstorming sessions. 13. Develop persuasive presentations. 14. Prepare effective resumes, cover letters, job searches. 15. Employ job interview skills.