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
ECM Minutes 4/3/14  
Date 4/3/14  
Chairman ECC [Signature]
PURDUE UNIVERSITY
REQUEST FOR ADDITION, EXPIRATION, OR REVISION OF AN UNDERGRADUATE COURSE
(10000-40000 LEVEL)

DEPARTMENT: Civil Engineering
EFFECTIVE SESSION: Fall 2014 (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

PROPOSED:

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

EXISTING:

Subject Abbreviation
Course Number
Long Title
Short Title

TERMS OFFERED
Check All That Apply
[ ] Fall
[ ] Spring
[ ] Summer

CAMPUS(ES) INVOLVED

[ ] Calumet
[ ] Cont Ed
[ ] Ft Wayne
[ ] Tech Statewide
[ ] Indianapolis
[ ] W Lafayette

ABBREVIATED TITLE WILL BE ENTERED BY THE OFFICE OF THE REGISTRAR IF OMITTED. (20 CHARACTERS ONLY)

CREDIT TYPE

1. Fixed Credit Cr. Hrs: 2
2. Variable Credit Range:
   Minimum Cr. Hrs: 0
   Maximum Cr. Hrs: 8
3. Equivalent Credit: Yes [ ] No [ ]

COURSE ATTRIBUTES: Check All That Apply

[ ] 1. Pass/Not Pass Only
[ ] 2. Satisfactory/Unsatisfactory Only
[ ] 3. Repeatable
[ ] 4. Maximum Repeatable Credit: 0
[ ] 5. Fees: Coop [ ] Lab [ ] Rate Request
[ ] 6. Registration Approval Type
   [ ] Department [ ] Instructor
[ ] 7. Variable Title
[ ] 8. Honors
[ ] 9. Credit by Examination
[ ] 10. Full Time Privilege
[ ] 11. Off Campus Experience

SCHEDULE TYPE

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COURSE DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS): 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 projects. 12. Conduct meetings; running brainstorming sessions.

Calumet Department Head: [Signature] Date: [Date]
Calumet School Dean: [Signature] Date: [Date]
Fort Wayne Department Head: [Signature] Date: [Date]
Fort Wayne School Dean: [Signature] Date: [Date]
Indianapolis Department Head: [Signature] Date: [Date]
Indianapolis School Dean: [Signature] Date: [Date]
North Central Faculty Senate Chair: [Signature] Date: [Date]
Vice Chancellor for Academic Affairs: [Signature] Date: [Date]
West Lafayette Department Head: [Signature] Date: [Date]
West Lafayette College/School Dean: [Signature] Date: [Date]
West Lafayette Registrar: [Signature] Date: [Date]

OFFICE OF THE REGISTRAR

Am 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.