

COURSE OUTLINE AND GRADING

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Office Hours: 11:30 am - 12:20 pm, T, W, R
Lectures: 1 hour, T 5:00 – 5:50 pm Main 2600

COURSE OBJECTIVES

You will learn about the history and development of the engineering profession. You will also be introduced to engineering profession, its disciplines and ethics by practicing professionals. You will learn to communicate your ideas with the help of various written technical communication tools.

GENERAL INFORMATION

Introductory knowledge of the engineering profession is essential for all engineering students. This course consists of one lecture hour per week for the two terms. The objectives are covered with regular guest lectures and practice in the field of technical communication and professional ethics. You will also learn to use the college library for your course research and assignments.

Regular attendance in all classes is compulsory. If you must be absent, assume responsibility for the missed material. All assignments are due in one week. Assignments can only be late by prior arrangement. All assignments must be computer generated and printed on white paper. Use of cell phones is not permitted during lectures. Please turn off your cell phone before you enter the classroom.

Appropriate learning/working habit can be critical to your engineering study and future engineering practice. A logbook which records your course of learning can help to establish an effective learning habit. It can also help you stay focused along the way and cope with the challenging work load in the engineering program. Therefore, an optional logbook is recommended for your engineering study at RDC. The logbook may be used to indicate the students' learning process and time management, besides it may also be used as a daily journal of courses related discussions with your classmates and instructors.

A constructive and active atmosphere is vital to your learning process. Orderly discussions are encouraged during the lecture. You are encouraged to visit me during office hours to talk about problem or suggestions you may have concerning the course, about careers (majors, universities, etc.) or just about your engineering studies in general. If you find the office hours to be inconvenient, feel free to schedule an appointment.

TEXTBOOK

Arun K. Mishra. 2004, Orientation to the Engineering Profession, Red Deer College.

GRADING

Engineering literature search	one pass
Paper about the history of engineering	one pass
Two business letters	two passes
Three discipline memoranda	three passes
Attendance	80% of the classes

This is a credit (CR) / no credit (NCR) course. To get credit in this course, you need to complete and receive all the required passes and attend at least 80% of the classes. You need to qualify for section A (fall term) and section B (winter term) separately. If you meet the requirements, there is NO exam for you. If you do not meet the

requirements, you need to write exam(s) and receive at least 60% to obtain a credit in this course. However, I strongly discourage this option as the last thing you need at the end of term is an additional exam.

COURSE SCHEDULE:

Section A (Fall Term)

- 9/9 Introduction (Film)
- 16/9 Library/Site Tour (Library Research Assignment)
- 23/9 Engineering Profession (Film)
- 30/9 History of Engineering (Essay)

- 7/10 Engineering Profession (Business Letter 1)
- 14/10 Engineering Profession (Film)
- 21/10 Memo writing guide
- 28/10 Engineering Profession (Film)

- 4/11 Guest speaker (Discipline memo 1)
- 11/11 Remembrance Day, College closed
- 18/11 Guest speaker (Discipline memo 1)
- 25/11 Guest speaker (Discipline memo 1)

- 2/12 No class

Section B (Winter Term)

- 6/1 Ethics & Professionalism (Film, Business letter 2)
- 13/1 Guest speaker (Discipline memo 2)
- 20/1 Guest speaker (Discipline memo 2)
- 27/1 Guest speaker (Discipline memo 2)

- 3/2 Guest speaker (Discipline memo 2)
- 10/2 Guest speaker (Discipline memo 2)
- 24/2 Guest speaker (Discipline memo 2)

- 3/3 Guest speaker (Discipline memo 3)
- 10/3 Guest speaker (Discipline memo 3)
- 17/3 Guest speaker (Discipline memo 3)
- 24/3 Guest speaker (Discipline memo 3)
- 31/3 Guest speaker (Discipline memo 3)

- 7/4 No class

IMPORTANT NOTES AND STATEMENTS

It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the instructor.

Students should refer to the Formal and Informal Student Appeal Policies and Standard Practice should they have questions or concerns about the Course Outline that cannot be resolved with the instructor.

Please be familiar with what constitutes academic misconduct, as well as the consequences. Plagiarism involves submitting work in a course as if it were the student's own work. Plagiarism may involve the act of submitting work in which some or all of the phrasing, ideas, or line of reasoning are alleged to be the submitter's own but in fact were

created by someone else.

The Final Examinations Policy and Practice will be followed with respect to final exams. Please review these documents to ensure you understand the contents and implications of the policy.

Attendance may take many forms. Lack of attendance may impact the students' ability to successfully complete the course.

This course may be eligible for Prior Learning Assessment. Students should refer to the RDC College Calendar for a list of excluded courses.

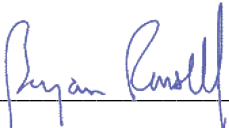
Classroom Learning Resources may be available to students in alternate formats.

Students should be aware that Personal Counseling, Career, Learning and Disability Services are provided by RDC. Inquire about locations at Information Desk. It is the student's responsibility to discuss their specific learning needs with the appropriate service provider.

IMPORTANT DATES (please confirm with the RDC Calendar)

03 Sep	First Day of Classes for Fall Term 2014
05 Sep	Last Day to apply for Fall Term 2014
11 Sep	Last day to register or add/drop courses and have tuition refunded for Fall Term courses
01 Oct	First day to apply for Fall 2015
07 Oct	Emergency Response Day
13 Oct	Thanksgiving Day. College closed.
24 Oct	Mid-term feedback date
10 Nov	Final examination schedule posted
11 Nov	College closed in recognition of Remembrance Day
12 Nov	Classes Resume
03 Dec	Last day to withdraw from Fall Term courses and receive a WD on transcript
03 Dec	Last day of classes for Fall Term courses
08 Dec	First day of final examinations for Fall Term courses
13 Dec	Last day of final examinations for Fall Term courses
16 Dec	Deferred exams written
19 Dec	Last day for submission of final grades for Fall Term courses
22 Dec	Final grades available.
05 Jan	First day of classes for Winter Term 2015
07 Jan	Last day to apply Winter Term 2015
09 Jan	Last day to pay fees for Winter Term 2015

Changes to this course outline may be made providing this is done in consultation with the students and reviewed by the program lead for completeness and consistency with all college policies.

Program Lead Signature: 

Date: 27 August 2014

Dr. Bryan Rowsell
Program Lead of Science Department
Red Deer College