

UNIVERSITY OF GUELPH
Department of Computing & Information Science
COURSE OUTLINE

Course Code: CIS*6890	Course Title: Technical Communication and Research Methodology		Date of Offering: Fall 2009
Instructor: Dr. Y. Xiang Office hours: Monday, 2:30-3:30PM		Office: Reynolds 318 Extension: 52824 Email: yxiang@cis.uoguelph.ca	
No Teaching Assistant available			
Calendar Description: This course aims to develop students' ability in technical communication and general research methodology. Each student is expected to present a short talk, give a mini lecture, review a conference paper, write a literature survey and critique fellow students' talks and lectures.		Topics: <ul style="list-style-type: none">• Research process• Literature survey• Research methods and skills• Technical communication• Audience and purpose• Research proposals• Oral presentations & dialogs• Journal, conference articles, and thesis• Communicating persuasively• Definition, description and proof• Revising, editing and proofreading	
Class Information: Lecture Mon. & Wed., 1:00-2:20PM, Mack 315			
Main References: <ul style="list-style-type: none">• <i>A.J. Pickard, Research methods in information, Focet Publishing, 2007.</i>• <i>M. Markel, Technical Communication, 9th Ed., Bedford/St. Martin's, 2010.</i>• <i>J.G. Paradis and M.L. Zimmerman, The MIT Guide to Science and Engineering Communication, 2nd Ed., MIT, 2002.</i>			
Method of Evaluation:			
Course Work		Date	Weight
Asgmt 1: Literature survey paper		Between 4 th and 5 th weeks.	35%
Asgmt 2: Short talk		Between 7 th and 8 th weeks.	20%
Asgmt 3: Peer evaluation of short talks		Between 7 th and 8 th weeks.	5%
Asgmt 4: Mini-lecture		Between 10 th and 12 th weeks.	35%
Asgmt 5: Peer evaluation of mini-lectures		12 th weeks.	5%
Grading Policies		(1) The student must attempt all course work and in at least 90% of these elements must achieve a passing grade. (2) The student must complete a tutorial on academic integrity and pass an electronic quiz on academic integrity with a grade of 90%. (3) All assignment submissions must be typed. Hand written submissions will not be acceptable.	
Website: http://www.cis.uoguelph.ca/~yxiang/6890/6890f09.html			

ACADEMIC INTEGRITY

The University of Guelph is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards, and must abide by the applicable policies (see Section VIII of the Undergraduate Calendar on "Academic Misconduct").

For educational purposes, instructors impose conditions on assignments that may limit students' permission to collaborate with others or to utilize external sources (including, but not limited to, software, data, images, text, etc.). Any permitted utilization must be done with proper references. Instructors may use automated tools to detect possible cases of plagiarism. Work that shows significant unnatural similarity, or that appears to be copied from unacknowledged sources, will be investigated as potential academic misconduct. "Aiding and abetting" is also a punishable offence, and students must be careful not to help others commit offences by giving out their files or allowing others to access their computer accounts. *Consider yourself warned.*

ACCEPTABLE USE POLICY

Please read the complete University of Guelph policy found on <http://www.uoguelph.ca/web/aupg.shtml>.

CHANGES IN DATES ON COURSE OUTLINES

See: Undergraduate Calendar: VIII. Undergraduate Degree Regulations and Procedures
Grading Procedures (Resolution 5)

E-MAIL POLICY

Students should include their name and course number in every email, *e.g.* Joe Smith: CIS*xxxx, since instructors are often involved in teaching more than one course per term. To comply with university privacy policy, all emails should be sent from your *uoguelph* account (not from hotmail.com, gmail.com, or any other non-UoG host). All students are responsible for reading their *uoguelph* email and therefore should maintain their accounts, *i.e.* disk quotas should be monitored so that email is not rejected due to lack of space.

ASSIGNMENT SUBMISSION

Assignments are expected to be handed in by specified due dates. Late assignments will be subject to 15% of the total mark per day up to 3 *calendar* days (not weekdays). For instance, the latest date to hand in an assignment due on a Friday is the following Monday, with the highest possible mark of 55%. The submission procedure is detailed in the course website.

Some assignments are required to be submitted electronically to Turnitin website.