



The University of Jordan
School of Engineering
Industrial Engineering Department
Fall 2019/2020

Course name:	Technical Writing
Course code:	IE0906201
Credits hours	1
Contact hours& room\office hours:	Yazan Al-Zain (09:00 -09:30 Mon, and Wed. 13:00 – 14:00 Sun, and Tue.) Belal Gharaibeh () Lamees Aldurgham () Rawan Altarawneh ()
Course instructor's name, E-mail, and phone:	Belal Gharaibeh, Yazan Al-Zain, Lamees Aldurgham, Rawan Altarawneh b.gharaibeh@ju.edu.jo y.alzain@ju.edu.jo l_aldurgham@yahoo.com rtarawneh@ju.edu.jo

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Course Coordinator:	Yazan Al-Zain			
Text book:	Technical Report Writing Today, Riordan, Michael Rosenberg, 10th, 2014			
Other reference(s):	Experimental Methods for Engineers, J.P.Holman, McGraw-Hill 8 th edition			
Course Description:	Basic technical writing concepts and techniques including report writing, Presentation skills.			
Providing Department:	Industrial Engineering			
Prerequisite Course:	1502102			
Course type	Required			
Assessment Methods:	Method	Weight %	Date	
	In-Class Reports	20%		
	Mid Exam	30%	6.11.2019	
	Final Exam	50%	18.12.2019	
Course Learning Outcomes:	#	After successful completion of this course, the student will be able to	SO	
	CLO1	1- Write technical English documents clearly and accurately including grammar, punctuation, sentence structure, coherence and document design.	3	
	CLO2	2- Understand the primary genres of technical writing, including letters, memos, emails, resumes, reports, proposals, and technical manuals.	3,4	
	CLO3	3- Find and use published information/literature and citation (research skills).	7	
	CLO4	4- Develop the skills of delivering presentations.	3	
	CLO5	5- Communicate in an ethically	3	

		responsible manner in technical fields and Collaborate effectively with people in team working.		
Brief list of topics	Week #	Topic		
	1-2	Definition of Technical Writing (1)		
	3	Profiling Audiences		
	4	Informal reports (IMRD)		
	5	In-Class Assignment (Writing an IMRD)		
	6	Informal reports (E-Mails)		
	7	In-Class Assignment (Writing an E-Mail)		
	8	Midterm		
	9	Formal Reports		
	10	Resume		
	11	In-Class Assignment (Writing a Resume)		
	12	Appendix B: Documenting Resources		
	13	Final Exam		
Important Notes:	<ul style="list-style-type: none"> • Do not hesitate to ask questions • You are required to bring a notebook and take notes in classes. • Students are expected to attend every class session and they are responsible for all material, announcements, schedule changes, etc., discussed in class. • Discuss the assignments among yourselves • Don't Cheat; direct copying of others work will NOT be allowed or tolerated and will result in a reduction of grade. If you are found to be cheating in any way, on an exam or assignment, even signing the roll sheet for another student, you will be given an "F" for the course. There will be no exceptions. • All cases of academic dishonesty will be handled in accordance with university policies and regulations. JU policy requires the faculty member to assign ZERO grade (F) if a student misses 15% of the classes that are not excused, and 20% of the classes that are excused • Students are expected to be ready to take a quiz any time they have a class. There will be no make-up quizzes or home works. • Any students with disabilities who need accommodations in this course are encouraged to speak with the instructor as soon as possible to make appropriate arrangements for these accommodations. 			

	<i>The B.Sc. in industrial Engineering program enables students to achieve, by the time of graduation the following program learning outcome (SOs)</i>
1	An ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
2	An ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
3	An ability to communicate effectively with a range of audiences

4	An ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
5	An ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
6	An ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
7	An ability to acquire and apply new knowledge as needed, using appropriate learning strategies