

ECE 792
Advanced Communication Skills for Graduate Research
in Electrical and Computer Engineering
COURSE OUTLINE

CALENDAR DESCRIPTION

Graduate students in electrical and computer engineering will develop their skills in communicating their research in written and oral forms to a variety of audiences via a series of lectures and workshops, culminating in a graduate student research presentation day.

SCHEDULE AND MODE OF DELIVERY

This course will consist of lectures and workshops organized around a sequence of activities that has been designed to develop a variety of communication skills. The activities will include impromptu talks, writing a technical introduction, giving a short technical talk, and a Three Minute Thesis (3MT[®]) presentation. There will be a mix of in-person and on-line sessions.

Registered students will be invited to join a Microsoft Team for the course. The details of the schedule will be provided there, and on Avenue to Learn.

INSTRUCTORS

Dr. Moshe Schwartz
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Dr. Timothy Davidson
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COURSE OBJECTIVES

To develop skill and confidence in technical writing and in preparing and giving research-oriented oral presentations, including those aimed at broad audiences.

COURSE MATERIALS

The course materials will consist of lecture notes and examples of writing and presentations. They will be made available to the class electronically.

COURSE OVERVIEW

Week	Topic
1	Introductory lecture
2	Lecture on how to give an impromptu talk; First impromptu talk workshop
3	Final impromptu talks; Lecture on how to write a technical introduction;
4	Technical introduction workshop
5	Technical introduction workshop; Lecture on how to give a short technical talk
6	Technical talk workshop
7	Technical final presentations
8	Lecture on how to give a 3MT® presentation
9	3MT® slide workshop
10	3MT® script workshop
11	3MT® presentation workshop
12	3MT® presentation workshop
13	3MT® final presentations
During semester	Attend departmental talks, and participate in subsequent discussion

At certain points in the course it may make good sense to modify the schedule. The instructors may modify elements of the course and will notify students.

ASSESSMENT

The assessment of this course is based on an eligibility criterion and an assessment criterion. In order to be eligible for a final grade, the student must have:

- Presented an impromptu talk
- Submitted a technical abstract
- Presented a technical talk
- Given a 3MT® presentation
- Participated in at least half their assigned workshops
- Attended all but one of the department talks and participated in the subsequent discussions

Students who have met those criteria will have their performance assessed in the following way:

Week	Assessment	Percentage of final grade
2-3	Impromptu talk, workshops and final	4%
3-4	Technical abstract, draft, workshops, final	30%
5-8	Technical talk, drafts, workshops, final presentation	30%
9-13	3MT® drafts, workshops, final presentation	30%
During semester	Attendance at department talks and participation in subsequent discussions	6%

ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. It is your responsibility to understand what constitutes academic dishonesty. Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at <https://secretariat.mcmaster.ca/university-policies-proceduresguidelines/>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

AUTHENTICITY / PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ON-LINE ELEMENT

Some courses may use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, including lectures by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the Code of Student Rights & Responsibilities (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, whether in person or online. It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

ACADEMIC ACCOMMODATIONS

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University’s Academic Accommodation of Students with Disabilities policy.

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

EXTREME CIRCUMSTANCES

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

RESEARCH ETHICS

The two principles underlying integrity in research in a university setting are these: a researcher must be honest in proposing, seeking support for, conducting, and reporting research; a researcher must respect the rights of others in these activities. Any departure from these principles will diminish the integrity of the research enterprise. This policy applies to all those conducting research at or under the aegis of McMaster University. It is incumbent upon all members of the university community to practice and to promote ethical behaviour. To see the Policy on Research Ethics at McMaster University, please go to <http://www.mcmaster.ca/policy/faculty/Conduct/ResearchEthicsPolicy.pdf>.

www.eng.mcmaster.ca/ece