



Instructor: (ECE Dept)	Neil E. Cotter 3104 MEB Office Hours H 1:00-2:00 + (MWF 12:40-1:30 p.m.) necotter@ece.utah.edu
Instructor: (oral Presentations)	Julie Lynn Taylor CLEAR Center, 1813 WEB Office Hours: see course web site e-mail: julie.lynn.taylor@utah.edu
Instructor: (writing)	Keith Cormier CLEAR Center, WEB 1813 Office Hours: see course web site e-mail: keith.cormier@utah.edu
Suggested Text:	<i>An Engineer's Guide to Technical Communication</i> Sheryl A. Sorby and William M. Bulleit Pearson Prentice-Hall: Upper Saddle River, NJ 2006 ISBN 0-13-048242-0
Recommended Text:	<i>Elements of Style</i> William Strunk Jr. and E.B. White Macmillan Pub. Co.: NY, NY 1979 available online: <a href="http://www.bartleby.com/141/">http://www.bartleby.com/141/</a>
Policies:	Due dates indicated on course website are firm. No late work will be accepted. Students must observe decorum in class by abstaining from talking, eating, web surfing, and entering or exiting class during presentations. Failure to observe decorum will result in a full grade drop for each infraction and may result in students being barred from observing presentations. To pass class, key assignments must be completed.
Last day to drop:	Wed, September 1
Last day to withdraw:	Friday, October 22
Cheating:	Any form of cheating will result in an "E" grade.
Equal Access:	The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the instructor and to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD) to make arrangements for accommodations. All written information in this course can be made available in alternative format with prior notification. Any questions or concerns about the above information may be directed to: Olga Nadeau Director, CDS 162 Olpin Union Building 581-5020 Julene Persinger ADA Coord/Assoc Director, OEO/ER 135 Park Building 581-8365