Instructor: Neil E. Cotter  
(ECE Dept)  
3104 MEB  
Office Hours: H 12:05-1:00 + (MWF 12:40-1:30 p.m.)  
necotter@ece.utah.edu

Instructor: Megan O'Byrne  
(Oral Presentations)  
CLEAR Center, 1813 WEB  
Office Hours: see course web site  
e-mail: megan.obyrne@utah.edu

Instructor: Neal Carroll  
(Writing)  
CLEAR Center, 1813 WEB  
Office Hours: see course web site  
neal.carroll@utah.edu

Recommended Text: *An Engineer's Guide to Technical Communication*  
Sheryl A. Sorby and William M. Bulleit  
ISBN 0-13-048242-0

Recommended Text: *Elements of Style*  
William Strunk Jr. and E.B. White  

Assignments: Due at start of class on day indicated in syllabus.  
No late work accepted without arrangement before due date.  
Turn in assignments in class or as directed by instructor.  
To pass class, all major assignments must be completed.

Last day to drop: Wed, September 2  
Last day to withdraw: Friday, October 23

Cheating: Any form of cheating will result in an "E" grade. Students are encouraged to discuss assignments, but each student must do all their own work on assignments.

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  Julene Persinger  
Director, CDS  ADA Coord/Assoc Director, OEO/ER  
162 Olpin Union Building  135 Park Building  
581-5020  581-8365