AE 2611 Syllabus

Introduction to Technical Communications A, 1 credit hour

Fall 2026

Instructor Information

Instructor: Kelly Griendling, Ph.D.

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General Course Information

Co-Requisites

AE 2610 is a co-requisite with this course.

Description

The objective of this course is for students to develop written, oral, and visual technical communication skills that are required for aerospace engineers to succeed in a professional environment.

This course will cover the following topics:

- Principles of technical communication
- Personal Practices Professional Communication
    - Practices for effective storytelling
    - Personal Pitch, Resumes, and Cover Letters
    - Elements of effective memos, progress reports, emails and proposals
    - Ethics in Communication
- Technical Writing Basics:
    - Goals and elements of effective technical writing
    - Writing introductions
    - Effectively communicating technical data through graphs/plots
    - Reporting data: how to write about data, creating your “story”
    - Writing styles, and effective use of connectors and transitions
    - Organization and planning of a technical report
- Oral Presentation Basics:
    - Goals and elements of effective oral presentations
    - Organizing and planning a technical presentation

    - Creating effective charts and visual aids

Course Learning Outcomes

By the end of this course, students should have improved skills in these areas:

1. Communication of technical ideas and concepts
2. Creation of appropriate graphics and visual aids for technical communications
3. Organization and generation of effective technical reports and presentations
4. Preparation and delivery of technical oral presentations

These outcomes will be achieved through continuous practice creating and editing communications.

Required Course Materials

There is no textbook for this course.

All course materials will be accessible through Canvas.

Grading Policy:

Your grade will be calculated based on your performance across a series of activities:

- Pre-class lecture videos – 15%
    - Must be completed before the start of class
    - Videos watched after the start of class will be awarded half credit
- Small Group Activities In Class – 30%
    - Attendance
    - Participation in in-class activities
    - Summaries of group discussions
- Individual Assignments – 55 %
    - Individual homework
    - Completing peer reviews

Grades will be assigned according to the breakdown below. There will be no curve and grades will be rounded to the nearest tenth of a point.

- A: >89.9%
- B: 80%-89.9%
- C: 70%-79.9%
- D: 60%-69.9%
- F: <60%

Description of Graded Components

- **Pre-Class Lecture Videos**: Before each class, you will have 1-2 short lecture videos to watch. You will need the information in these videos to help with the in-class activities. These will have questions integrated into them that you will need to answer. This will count towards your participation grade. Some of the videos will have in-video questions that you'll need to answer before heading into your small group activity for the week.
- **Small Group Activities In-Class**. **Class sessions will not be recorded because they will largely consist of small group work.**
    - You will work in a group to complete activities during class. Each group member will individually submit their summaries of the activity to a Canvas assignment. Group activities will usually happen during scheduled class time. Occasionally, group activities may be assigned asynchronously.
- **Individual Assignments**: Weekly individual assignments will be released, and you will be given 4-7 days to complete each assignment. Please be mindful of the due dates for assignments. Some assignments will include an initial draft to be peer reviewed followed by a final submission, while others will just be submitted directly for grading.

Course Policies

Attendance and/or Participation

Attendance and participation is required to receive credit for the in-class activities unless an approved absence has been submitted in advance. In the case that significant extenuating circumstances prevent the student from reasonably participating in class, the student must contact the instructor as soon as possible. These will be handled on a case-by-case basis.

Extensions and Late Assignments

Extensions may be granted in cases where extenuating circumstances prevent the student from reasonably being able to complete the work on time. Examples include illness, emergencies, family situations, and institute excused absences. Work load in other courses is not considered grounds for an extension in this course. Students needing an extension should contact the instructor as soon as possible or work though the Office of the Dean of Students for assistance.

This course utilizes peer review as a means to help improve your communication skills. However, peer review systems rely on timely submission of work. Therefore, the following policies will be applied to all work that is submitted after the posted deadline (unless a prior extension has been granted):

- Work submitted within 12 hours of the posted deadline: 10% late penalty
- Work submitted between 12 and 24 hours afer the posted deadline: 20% penalty and, if applicable, will not be eligible to receive peer review feedback prior to final draft submission.
- Work submitted more than 24 hours after the posted deadline: 50% penalty and, if applicable, will not be eligible to receive peer review feedback prior to final draft submission.
- All lecture videos watched after the start of class period on which they are due will incur a 50% late penalty as meaningful participation in class activities is dependent on all students having engaged with the lecture content ahead of class.

Academic Integrity

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. Review Georgia Tech's Honor Code and the student Code of Conduct.

Any student suspected of cheating or plagiarism on a quiz, exam, or assignment will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

Accommodations for Students with Disabilities

If you are a student with learning needs that require special accommodation, contact the Office of Disability Services (404-894-2563) as soon as possible to make an appointment to discuss your special needs and to obtain an accommodations letter. Please also e-mail me as soon as possible in order to set up a time to discuss your learning needs.

Student-Faculty Expectations Agreement

At Georgia Tech, we believe that it is important to strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. The Student-Faculty Expectations articulate some basic expectations that you can have of me and that I have of you. In the end, simple respect for knowledge, hard work, and cordial interactions will help build the environment we seek. Therefore, I encourage you to remain committed to the ideals of Georgia Tech while in this class.

Collaboration, Group Work, and Use of Generative AI

Below are some guidelines to help you understand what constitutes appropriate academic behavior in this course:

- Students are not permitted to review or use materials from previous semesters. This includes the use of old assignments.
- Students are permitted and encouraged to work collaboratively on assignments and seek help from one another, but the work that is turned in must be the student's own work. Copying another student's work is not permitted.
- On group assignments, students are expected to do their fair share of the work. If there is an instance where a student is not contributing to a group project, the team members should notify the instructor as soon as possible.
- Plagiarism of any kind is not permitted. Plagiarism includes reproducing the words or visual/graphical expressions of others without clear attribution and citation.
- AI resources (such as Grammarly and ChatGPT) may be used to help edit and improve your communication products but may not be used to generate content, except when instructed to do so as part of an assignment. We will discuss ethical use of AI more in class.

Inclement Weather and Digital Learning Days

If campus pivots to a digital learning day due to inclement weather or other unforeseen circumstances, an announcement will be posted to Canvas with instructions on how the class will proceed.

Campus Resources for Students

Undergraduate Student Academic Success Resources:

- Academic Support: Academic Success and Advising (a unit in the Office of Undergraduate Education & Student Success) provides free support for your courses. Students can attend scheduled supplemental review (PLUS) sessions, stop by Drop-In Tutoring, or schedule a one-on-one appointment through Knack. To explore what options work best for you, please visit us online at success.gatech.edu/tutoring, email us at tutoring@gatech.edu, or come see us at Clough Undergraduate Learning Commons, Suite 283.

Student Well-Being:

At Georgia Tech, we are concerned about your overall physical, social, and mental well-being. A comprehensive list of wellness related resources has been compiled and

maintained by the Office of the Vice President for Student Engagement and Well-being (student-resource-guide (gatech.edu)