

AE 2611 – Technical Communications

Course Syllabus – Summer 2026

INSTRUCTOR

Mr. Chris Lundy
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Georgia Institute of Technology, Atlanta, Georgia 30332
Class Time: Friday 11 AM – 12:15 PM
Office Hours: Thursday 1 PM – 2PM
Email: wlundy6@gatech.edu

It is my intent to make myself and this class as accessible as possible. to you during this semester within the bounds of my other responsibilities. In general, I will do my best to accommodate all appointment requests and respond and as promptly as possible to e-mails and texts. Note that I have provided my personal cell phone number so that you may reach me by text message if you have quick questions. I hope this will help you save time when you need quick clarifications on assignments. However, I respectfully request that you only text between the hours of 8am and 8pm, and please understand that I may not always be able to immediately reply. I will get back to you as soon as I can. In your text, please identify yourself by providing your name and the course number at the start of your message.

Teaching Assistant:

Devin Thomas – dthomas356@gatech.edu

Office Hours: Tuesday 4pm-5pm on Teams (Starting June 2)

Office hours link: [General | AE 2611 Office hours](#)

Also feel free to contact me over Teams

CO-REQUISITE:

AE 2610 Introduction to Experimental Methods in Aerospace

For a number of the exercises, we will use the laboratory reports you will be working on for the AE 2610 lab to practice and hone your technical communication skills.

If you have been granted an exception to this co-requisite requirement and are not currently enrolled in AE 2610, please e-mail the instructor to make arrangements.

COURSE GOALS

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.

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 writing and editing.

Topics Covered

This course will cover the following topics:

- Course overview, principles of technical 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
- Other Forms of Technical Communication:
 - Practices for effective storytelling
 - Elements of effective memos, progress reports, emails and proposals
 - Best practices for virtual meetings
 - Ethical communications

COURSE TEXTBOOK AND WEBSITE

There is no textbook for this course.

Canvas will be the center for all things related to the course. The modules section will be utilized to help organize information into a structured format, and course material will be organized in the modules. All assignments will be given, turned in, and graded on Canvas. Video lectures can be found in the Media Gallery. Students are responsible for checking Canvas regularly.

COURSE COMMUNICATION – [LET ME KNOW YOUR THOUGHTS ON THIS]

Effective communication is critical. Below are the highlights of how we will be communicating in this class. Please know that it is your responsibility to stay on top of the appropriate communication methods with your classmates and the instructors.

- **Weekly announcement:** On Mondays, I will post an announcement with a summary of the week. This will include the lectures for the week, a reminder of important due dates, and any other logistical items for the week.
- **Instructor Communications:** If you need to communicate with the instructor, you may do so via e-mail, text, or scheduled Blue Jeans meeting. I will do my best to always respond within 24 hours during the weekdays.
- **Peer-to-peer Communications:** In addition to the in-class discussions, you are encouraged to engage with your classmates via Canvas discussions and other interactions. You will also be interacting with your peers via peer reviews on Canvas. Please remember to always be professional and respectful in your peer interactions.
- **For additional information, please see the FAQs for tips on peer reviews**

COURSE FORMAT

This will be an in-person course. The format of the class will be as follows:

- **Lectures:** 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 – Friday In-Class:**
 - You will be part of a small group, and you will be working with this group throughout the semester. Most weeks, you will be assigned a small group assignment where you will need to meet as a group and discuss a topic. You will then share a summary of your group discussion with the class via a discussion board. Group activities will usually happen during scheduled class time and will be either remote or in-person depending on the status of your group. Occasionally, group activities may be assigned asynchronously.
- **Weekly 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.

- **Canvas Discussion Boards:** Discussion Boards will be used as a forum for Q&A with instructors and discussions between students. Most of our small group assignments will require posting, and you can post questions here. If you have a question, this is your first stop to look for the answer. If you don't see your question posted, please add it!

ASSIGNMENTS

Assignments:

The best way to improve communication skills is through practice. Therefore, this course takes an applied approach to improving students' technical communications skills. This course will consist of a series of in-class exercises and assignments that will be given weekly or bi-weekly. There will not be any exams or final in this course. There will be an assignment due on the final instructional day of the term.

Extensions:

Extensions may be granted in cases where extenuating circumstances prevented the student from reasonably completing an assignment on time. Examples include illness, emergencies, family situations, and institute excused absences. The Office of the Vice President and Dean of Students can assist students with documented emergencies by contacting professors on behalf of the student. You can get more information on this process here:
<https://studentlife.gatech.edu/dean-students/class-attendance>

If you have internet or technical difficulties that prevent you from uploading to Canvas on time or participating in class, please send an e-mail text message to notify the instructor as soon as you are able.

Attendance:

This class will include a number of interactive group activities and exercises, which are a critical part of the learning process. Attendance and active participation for group sessions is expected and will contribute toward your final grade.

More than 1 unexcused absence from these small groups during the semester will result in a deduction in your attendance grade of 5 points per absence. Note that institute approved absences do not count, and reasonable accommodation and exception will be made for illness and emergencies. If you are ill and/or are caring for a family member who is ill, please contact me to make arrangements. Your health takes priority and we can help you get caught up once you are feeling better. Please e-mail me as soon as possible to arrange to learn what you missed and come up with a plan to get back on track.

Students may need to miss group work or assignments due to personal emergencies such as being hospitalized or being in a car accident. The Office of the Vice President and Dean of

Students can assist with contacting professors in these situations via the link provided in the previous section. These absences will not be considered unexcused, and the instructor will make reasonable accommodations to help get you back on track.

If you ever find yourself in any situation in which an unexpected personal challenge is preventing you from performing your best in the course, please reach out so we can come up with a plan for you.

GRADING

There are no exams in this course. The grade is entirely based on activity performance, and your grade will be calculated as follows:

- Class Group Participation – 30 percent
 - Attendance in all group sessions, participation in discussions, and the completion of all in-class exercises
 - Participation in online discussions via Discussion Boards (both posting and responding!)
- Individual Assignments – 70 percent
 - Watching lecture videos ahead of class meetings
 - Assignments will be based on a combination of in-class exercises and lab reports for AE 2610
 - Assignments will be posted on and submitted through Canvas
 - Assignments must be posted by the due date and time to be eligible for full credit. A late period for late assignments will last until 6pm the day after the due date, with a 20-percentage point deduction applied to any assignment turned in during this late period. Any assignments turned in after the late period will receive a 0, unless an extension has been requested and granted.
 - Note that we frequently use the peer-review feature on Canvas. Please remember that in these cases, turning in your assignments late affects your classmates in addition to you.

COURSE ETHICS

Academic dishonesty is not tolerated in any form. Students are expected to uphold high ethical standards including adherence to the Georgia Institute of Technology Honor Code (<https://policylibrary.gatech.edu/student-life/student-code-conduct>), Academic Regulations and Student Regulations.

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.

Please include and sign the Georgia Tech Honor Pledge in all your homework and project submissions. It is:

“I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a member of the Georgia Tech Community”

TIPS FOR SUCCESS

Successful learning requires significant effort from both the instructor and the student. I will do everything in my power to make this course a success and provide you with the resources you need to learn. However, being successful will require you to do your part as well. Here are a few tips to help you be successful in this course.

- Come to class (groups)! (And also come on time)
- Use the office hours. Office hours are a great time to get help with homework, ask questions about the material covered in class, discuss your own performance in the course, or just to come and chat. These are a resource for you, and I encourage you to use it!
- Your peers are a resource – Talking out a point of confusion with a classmate can be a fantastic tool to enhance learning for all parties. Explaining your thought process to someone else is often all it takes to get un-stuck. Plus, your current peers are the start of your professional network.
- Focus on your approach. Rather than focusing on memorizing the material, focus on developing an application process that works for you. This skill will serve you well in all your courses and beyond.
- Make sure you contribute in your group projects. These are designed to help you learn the material. Plus, your peers are the first of your future professional network. Don't start off with a bad impression!

STUDENTS WITH DISABILITIES

Your experience in this class is important to me. If you have already established accommodations with the Offices of Disability Services, please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs in this course.

If you have not yet established services through Disability Services, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), please contact the Office of Disability Services at 404.894.2563 or dsinfo@gatech.edu or disabilityservices.gatech.edu.

Disability Services offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Disability Services. It is important to the Georgia Institute of Technology to create inclusive and accessible learning environments consistent with federal and state law.

RESOURCES FOR STUDENTS

Georgia Tech and the School of Aerospace Engineering understand that many students experience stress through a variety of academic, financial and personal experiences. We value you and want to make you aware of resources available to you should you need them. Your well-being and mental health are important, and we are here for you.

Center for Assessment, Referral and Education (CARE): <https://care.gatech.edu/> (Links to an external site.)

Campus Police (any emergency): 404-894-2500, <http://www.police.gatech.edu/> (Links to an external site.)

Counseling Center: 404-894-2575, <https://counseling.gatech.edu/> (Links to an external site.)

Dean of Students Office: 404- 894-6367, <https://studentlife.gatech.edu/> (Links to an external site.)

Georgia Crisis and Access Line: 800-715-4225

National Suicide Prevention Lifeline: 800-273-TALK (8255), <https://suicidepreventionlifeline.org/> (Links to an external site.)

Crisis Text Line: Text HOME to 741741

VOICE: Victims Survivor Support: (404) 385-4464 (or 4451), <http://healthinitiatives.gatech.edu/well-being/voice> (Links to an external site.)

Stamps Health Services: <https://health.gatech.edu/contact>

FREQUENTLY ASKED QUESTIONS

Q: Because of the online learning, I'm worried about being able to get one-on-one help/face time with the instructor when I need it. How can I make sure I have the access I need?

A: When you need help, there are lots of ways to connect with the instructor and TA. As long as you reach out, I will find a way to connect with you. You can sign on to Blue Jeans during our Friday class times for group Q&A. You can schedule a one-on-one meeting with Dr. Griendling or Chase by simply sending an e-mail. You can text your questions (during the hours specified in the syllabus) to Dr. Griendling. You may also post your questions. You should never feel like you do not have access to the help you need - I have never failed to meet with a student who asked for help. You just have to make the effort to reach out!

Q: I'm worried about keeping up with all my work and tracking deadlines. How can I keep everything straight?

A: I'll be sending out a weekly announcement (on Mondays) with deadlines and links to your videos and work for the week. Make sure you have your Canvas set up to receive e-mails every time a new announcement is posted. The Canvas Calendar tracks almost everything, and it should generate a To-Do list for you every time you log in. Making a daily habit of checking Canvas will help you make sure you don't miss important announcements or deadlines.

Q: I'm worried that the online system means I won't get a chance to interact with my peers and make new friends. How can I meet my classmates?

A: There are lots of ways in which I hope you will interact with your classmates in this course. Most directly, you will be placed within a peer group that will need to work together to complete weekly assignments. You will also be asked to join the discussions, through which you will interact with your classmates. Finally, please call into the Friday full group sessions and meet your classmates virtually!

Q: I have a lot of other responsibilities at home/work, and I'm really worried that unexpected events will impact my ability to keep up. What should I do if I start to fall behind?

A: From time to time, everyone experiences extenuating circumstances that make it hard to keep up with class. However, during these unusual times, these situations can be more frequent, and I am aware of this. If you ever have a personal situation that is impacting your ability to keep up with class, please send me an e-mail/text/call and let's talk about it. 9 times out of 10, we can work something out to help you over your bump in the road and get you back on track. You should also know that it is your right to keep the details of your situation private. In these cases, you can reach out and just let me know that you have a personal situation impacting your performance in class, and then we will work with the Dean of Students office to get you the accommodation you need.

Q: How do I find my assigned peer review?

A: You should receive an e-mail when your peer review is assigned (make sure you have your settings in Canvas such that you receive e-mail reminders about assignments!). You can also access your assigned peer review through the original assignment itself. Even through Canvas will show the assignment as "closed," you can still access it to find and complete your peer review.

Q: How can I make sure that my feedback to my peer is helpful and respectful?

A: Being able to give constructive criticism is an important communication skill that you will need regularly in your career (and your life!). Here are a few helpful hints that can make your feedback both more respectful and better received, meaning it will have a bigger impact:

- Include positive comments with the suggestions for improvement.
- Use positive language
- Use "I" statements instead of "You" statements
- Use a professional tone and be objective
- Focus on suggestions or opportunities to improve, not faults

For example, instead of saying "You didn't really explain the main point, and your sentence order was really confusing," you could say "I thought you included a lot of interesting background information, but I had trouble discerning the main message. Adding a context statement early on and a purpose statement at the end would really bring your points together!"

An easy way to check yourself is to think, "If someone wrote this on my work, how would I feel?"

Q: The person I am reviewing did a really good job. Do I still need to fill out the peer review rubric?

A: Yes! The rubric is there to help you give constructive feedback. Was their draft amazing? Great! Tell them that by putting specific examples of what they did well in each box. Then use the opportunity to learn by thinking about how you could apply similar ideas to your own writing. However, you'll often find that the using the rubric and taking time to call out specific strengths will also lead you to find a few suggestions for improvement along the way.