

Math 494 - Mathematics and Engineering Seminar

Fall Term 2006

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Time/Place: Tuesday 12:30, Wednesday 9:30, Friday 1:30
Jeffery Hall, Room 118

Grading:

1. Written Reports: $4 \times 20\% = 80\%$
2. Oral Presentation (During Weeks 7-12): 10%
3. Attendance: 10%

Course Description

- **Visiting Speakers and Reports:** The first objective of this seminar is to give you some exposure to and insight into various aspects of the profession and practice of engineering. There will be speakers on professional engineers' organizations and the role and responsibility of the professional engineer, health and safety considerations in the engineering workplace, as well as technical topics relating to various careers in engineering (by Mathematics and Engineering alumni) and ongoing research activities (by Mathematics and Engineering faculty and faculty from other departments at Queen's).

An important second objective is to develop your communications (written and oral) skills. You must all attend the seminars (note that attendance counts for 10% of the mark) and you are required to submit a typed essay on **four** seminars. You will receive instruction on effective technical writing and reporting over four lectures at the beginning of the term. In the schedule of seminars sent to you by email, it is specified which options should submit a report for which talk.

- **Content and Format of Reports:** Listen carefully and take notes. You must include correct information about the speaker's name and affiliation. You should summarize the main ideas of the presentation. Take some care to include a good introductory sentence

or two, good paragraph structure, some reasonable flow from one paragraph to the next, proper structure if a list forms part of the report, and a concluding paragraph.

Your report should take the form of a brief report, two or three pages long (double spaced to allow marker's comments). Imagine that you are writing a serious report to be read by all fourth year engineering students.

The report must be typed in a reasonable size and style font, with lines double spaced. There must be one inch margin on each side, and a 3/4-inch margin at top and bottom. It must be submitted in **duplicate**, so that I can return one marked copy to you, and retain one clean copy for possible inclusion in a booklet at the end of the term. Examples of a good report from previous years are attached.

- **Report Submission:** You must submit **two copies** of your report **exactly one week after the seminar before 12 noon**; drop it at the front desk in Room 310. There will be penalties for late submissions. Reports will be marked for accuracy, clarity, presentation, style and interest.
- **Future Use of Reports:** I intend to form a booklet containing a compilation of the best reports for future reference. I also intend to send a copy of the booklet to the alumni speakers to thank them for taking the time to come to Queen's and make a presentation. **If any of you have any concerns about such future use of your reports, please let me know. Unless I hear from you to the contrary, I shall assume that you have no objection to such use of your reports.**
- **Student Oral Presentations:** Each student will be required to give a 15-minute talk on an engineering topic (e.g., you may talk on your MATH-493 project or any engineering topic of interest to you). The student's slides should also be submitted to me by e-mail (in PDF or Powerpoint format).