EE 333T — Engineering Communication
Syllabus

Instructor: Dr. Tracy Wuster
Hours: Tuesday 2-3 in GDC Lobby; See website each week; email questions or for appointment
Email: wustert@utexas.edu

TA:
Hours:
Email:

Engineering Communication (EE 333T) teaches students about the communication process and its relationship to the design process. The class presents writing and presenting as iterative processes that require planning, drafting, revising, and outside input. The class is based on a simple premise: all the technical knowledge and skill that students acquire in their education will be wasted if they are not able to explain their work and ideas to potential employers, colleagues, managers, and clients in writing and orally. Each assignment requires students to consider the ways that professional engineers function in both individual and team environments to communicate their scientific and mathematic knowledge.

Engineering Communication places communication in the context of three key engineering practices: design, ethics & leadership, and career development.

In the design portion of the course, students form teams of five to work on a sustained project taking 10–12 weeks, in a modified version of the first semester of the Senior Design sequence (EE 364D/E). Teams will combine their existing engineering knowledge with research to first develop a solid understanding of a specific design problem and then develop and present a creative design solution.

In the ethics & leadership portion of the course, students explore the ethical considerations embedded in the design process, from the practical realm of ethical communication, team work, and project management to big picture questions such as safety, sustainability, intellectual property, security, and ethical design.

In the career development portion of the course, students explore career options and practice key job search skills. They practice written, verbal, and nonverbal communication in the context of real-world tasks such as talking to recruiters, writing resumes and cover letters, and interviewing.

COURSE OBJECTIVES
The goal of the course is for students to practice and improve their ability to do the following:

Writing and Speaking
• Generate written reports that conform to strict standards of content and format
• Develop an effective and efficient communication style in both written documents and oral reports
• Identify audiences for technical communication
• Properly cite sources and understand what constitutes plagiarism
• Appreciate writing and speaking as processes that require time and revision

Career Development
• Produce effective job-related documentation, including resumes and cover letters
• Communicate effectively with potential employers at career fairs and in other networking contexts
• Conduct strong interviews
Design Process
• Describe emerging engineering technologies and issues
• Understand the need for, and limitations of, standards related to engineering
• Understand engineering design as an iterative process
• Design a system with realistic constraints to meet desired needs
• Recognize the role of problem solving and critical thinking in the design process

Ethics and Leadership
• Demonstrate knowledge of professional codes of ethics and understand the role of professional societies
• Recognize existence of ethical issues in case studies
• Consider the ethical implications of an engineering career
• Work effectively with people bringing different skills, expertise, and perspective to a project
• Participate in team building and develop effective methods for team management
• Sustain a long-term design projects on a multidisciplinary team

Writing Flag Course
Writing Flag courses are designed to give students experience with writing in an academic discipline. In this class, you can expect to write regularly during the semester, complete substantial writing projects, and receive constructive feedback to help you improve your writing. A substantial portion of your grade will therefore come from your written work. You will also have the opportunity to revise multiple assignments and to read and discuss your peers' work. You should therefore expect that others in the class will read and comment on your written work. For our purposes, we will consider both oral presentations and written work as “writing assignments” that require planning, drafting, and revision.

Ethics and Leadership Flag Course
This course carries the Ethics and Leadership flag. Ethics and Leadership courses are designed to equip you with skills that are necessary for making ethical decisions in your adult and professional life. You should therefore expect a substantial portion of your grade to come from assignments involving ethical issues and the process of applying ethical reasoning to real-life situations, especially in relation to team performance and leadership.

COURSE POLICIES
Every corporation or academic institution sets policies for its employees. Policies deal with everything from benefits to parking permits to formatting standards, but more importantly they govern the flow of work within and between departments and colleagues. Policies — whether written, spoken, or assumed — are what create a “culture.” To ensure that all students are working according to the same standards, this course has policies for attendance and participation, consultations, and grading.

Note:
• If you foresee any trouble adhering to any policy below, speak to the instructor about reasonable accommodations.
• If any policy below is unclear, you are responsible for seeking clarification in class, in office hours, or via e-mail. Otherwise, we assume they are clear.
Readings
I will post readings, updates, resources, and other information to the class website (c333t.wordpress.com) weekly by Saturday morning—but I will strive to have material up Friday afternoon. Plan on checking the website early to complete reading and other tasks well before class each week. You will be responsible for checking this site and completing the readings and responses by the assigned days. Extra office hours and other changes will be posted on the website. Bring readings and/or notes to class when indicated on the website. Reading and being prepared will impact your participation grades.

Communication
The best way to contact us is via email. We will not reply to emails that do not have an appropriate salutation and signature. See your reading on email etiquette from the first week for details. From Monday through Friday, we will strive to reply to emails within 24 hours. We will aim to answer emails sent on Saturday and Sunday within 48 hours.

Both Dr. Wuster and your TA maintain regular office hours, meant as opportunities for you to ask questions and to consult with them about your work. We have attempted to schedule our hours to be available as much as possible at convenient times. If you are unable to attend our hours, please email for appointment availability. You are welcome to visit either Dr. Wuster or the TA for any assignment, although you want to consult about comments on a paper with the person who made those comments.

Dr. Wuster will have drop-in hours each week. He will also post any additional times, changes, or appointments to the class webpage each week. Your TA will have appointment times each week.

- You may book only one 15-minute time slot per week, per instructor more than 24 hours in advance. Students may book one additional open slot beginning 24 hours in advance, or use one open slot on a walk-in basis, on a first-come, first-served basis.
- Please cancel appointments at least 24 hours in advance (barring emergencies). When you do cancel, do so via youcanbook.me, which will send a notification to the instructor and open up the space to other students.
- Failure to show up, on time, for a scheduled appointment, or to cancel at least 24 hours in advance (barring emergencies) will adversely affect your Participation grade.

Because the subject of this class is professional communication, your participation grade will reflect your ability to maintain a professional tone and practice proper etiquette when communicating within the course. Make sure you do the following:

- Use e-mail, office hours, class time, and other available communication channels to ask questions or address problems—avoiding communication will hurt your grade.
- Maintain a professional tone when e-mailing or speaking with the instructor or TA. There is nothing wrong with a professional level of familiarity, but consider what content you should—and should not—include, as well as the tone of the e-mail.
- Include an appropriate subject, salutation, and signature in your e-mails to the instructor or TA, including required e-mails (e.g., follow-up messages to consultations).
- Help maintain a professional and respectful environment in the classroom when engaging in discussion.
- Visit only the Teaching Assistant assigned to your class section for consultations.

To see if you are paying attention, please Google images to find a picture of comedian and actor Steve Martin and send it to Dr. Wuster attached to your introductory e-mail that is required as part of your first response. For the e-mail content, see our class website reading for week #1.
Assignments
Because technical communication draws on both written and oral modes of expression, the course assignments call on you to perform in both areas. You will complete a number of these assignments in a team, as both industry and academia require significant team writing and presentations.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Packet</td>
<td>12%</td>
</tr>
<tr>
<td>Project Presentation</td>
<td>4%</td>
</tr>
<tr>
<td>Team Project Plan</td>
<td>8%</td>
</tr>
<tr>
<td>Ethics Memo #1</td>
<td>6%</td>
</tr>
<tr>
<td>Networking Presentation</td>
<td>4%</td>
</tr>
<tr>
<td>Career Development Email</td>
<td>6%</td>
</tr>
<tr>
<td>Research Overview Email</td>
<td>4%</td>
</tr>
<tr>
<td>Progress Report Presentation</td>
<td>2%</td>
</tr>
<tr>
<td>Team Problem Statement Memo</td>
<td>12%</td>
</tr>
<tr>
<td>Team Design Review Presentation</td>
<td>12%</td>
</tr>
<tr>
<td>Ethics Memo #2</td>
<td>6%</td>
</tr>
<tr>
<td>Response Papers/Presentations</td>
<td>8%</td>
</tr>
<tr>
<td>Participation #1 (week 1-week 8)</td>
<td>8%</td>
</tr>
<tr>
<td>Participation #2 (week 9-week 15)</td>
<td>8%</td>
</tr>
</tbody>
</table>

Each assignment will be covered in a handout posted on the class website, and you will have the opportunity to ask questions in class and in office hours. Each set of instructions provides (1) a guide to check the quality of your own work and (2) a general idea of what the instructor and TA are looking for when assessing your work. Please also see the “Response/Participation Rubric” and the “Grading Rubric” for more information on expectations and grading. Ultimately, if you are unclear on course expectations, grading, or assignments, it is your responsibility to seek clarification in class, office hours, or via email.

You will have the opportunity to revise several of the assignments for a new grade: Ethics Memo #1, Career Development Email, and Team Project Plan. You must complete that revision within two weeks of the day we return papers to the class, and that revision must be substantive if you wish the grade to improve. You may receive a grade of up to one letter grade higher than the original grade for a revision, but a minor revision may result in no grade change. Any penalty for turning in a paper late continues to the revision grade. You may revise the Job Packet two times during the course of the semester until the last week of class.

During the semester, you will complete a number of required and optional “Response” assignments that will allow you to practice key communication skills. You will be required to complete a variety of written and oral assignments, as well as three office hour meetings with the teaching team. Details on the due dates of these responses are in the schedule below. Details on each response assignment will be in the weekly readings each week. The response will be worth 8% of your grade and will be assessed on a completion basis, with each response being graded either “Complete” or “Revise.” Please see the “Response/Participation Rubric” for details.

Technology Policies
Students may not use laptops or tablets during class unless they have obtained advance permission from the instructor, or unless they are part of a specific classroom activity. Phone use of any sort is prohibited during class, except for during group meetings for scheduling purposes. Failure to adhere to this policy will affect your participation grade.
Grading

Your work will be evaluated according to three general criteria:

1. How well your work conveys necessary information clearly and efficiently.
2. How well you follow the instructions for the assignments.
3. How well you organize your paper, your paragraphs, and your sentences (for written work), or how well you organize presentations.

Assignment grades and your final course grade are affected by the following course policies and assignment specifications:

1. All memos must conform to course formatting requirements listed in “Specifications for Written Assignments” on the class website. You will also find a sample of memo formatting on the website.
2. For each formatting or submission error, the assignment grade will suffer a penalty, depending on the number and severity of the errors, up to possible total of 10 points (i.e., one full grade). *If you are unclear on formatting expectations, you must seek clarification.*
3. Written assignments are due at the beginning of class on the day they are due, unless otherwise specified in the assignment guidelines.
4. Any papers submitted after the start of class or the assigned time will be late. Five points will be deducted from an assignment grade for papers submitted after the assignments are collected on the due date. An additional five points will be deducted for each day of unexcused lateness. If your paper is due on Tuesday, a late paper on that day will be -5%, on Wednesday -10%, etc.
5. Please email a late paper as soon as possible, and bring a paper copy to our next class meeting. For assignments that require a paper copy, an emailed copy will not count as being on time if you do not turn in a paper copy in before class.

*A Note On Late Submissions:* You are always permitted to submit an assignment late. You are much better off receiving a reduced grade than you are receiving a zero. Even very late assignments will help your participation grade. Unless the instructor grants permission, no papers may be submitted later than the Wednesday following the last class day of the semester.

You are welcome to discuss feedback on the papers or presentations, but you must wait one day to come to office hours to allow you to digest our comments and to think about the questions they raise. For assignments graded by a TA, you should first discuss the feedback with that TA. The TA will not change a grade at any time in the course.

Grading Scales

<table>
<thead>
<tr>
<th>Scale</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ = 100</td>
<td></td>
</tr>
<tr>
<td>A    = 95</td>
<td></td>
</tr>
<tr>
<td>A/B  = 90</td>
<td></td>
</tr>
<tr>
<td>B    = 85</td>
<td></td>
</tr>
<tr>
<td>B/C  = 80</td>
<td></td>
</tr>
<tr>
<td>C    = 75</td>
<td></td>
</tr>
<tr>
<td>C/D  = 70, etc.</td>
<td></td>
</tr>
</tbody>
</table>

In addition, you will lose points for submission and formatting errors.

<table>
<thead>
<tr>
<th>We will assign final grades using the following curve:</th>
</tr>
</thead>
<tbody>
<tr>
<td>91.5 – 100 = A</td>
</tr>
<tr>
<td>89.5 – 91.49 = A–</td>
</tr>
<tr>
<td>86.5 – 89.49 = B+</td>
</tr>
<tr>
<td>83.5 – 86.49 = B</td>
</tr>
<tr>
<td>80.0 – 82.49 = B–</td>
</tr>
<tr>
<td>77.0 – 79.99 = C+</td>
</tr>
<tr>
<td>73.0 – 76.99 = C</td>
</tr>
<tr>
<td>70.0 – 72.99 = C–</td>
</tr>
<tr>
<td>67.0 – 69.99 = D+</td>
</tr>
<tr>
<td>63.0 – 66.99 = D</td>
</tr>
<tr>
<td>60.0 – 62.99 = D–</td>
</tr>
<tr>
<td>0.0—59.99 = F</td>
</tr>
</tbody>
</table>
Note: Students must receive a C– or above to continue to EE 364D.

Class Attendance
Since our work often includes in-class activity, your attendance will be a factor in your final grade—just as it is a factor in your success in industry and/or academia. Please observe the following attendance policies for this class:

1. Attendance and late arrival impact your participation in class. Thus, each absence or late arrival may impact your participation grade. See the “Response/Participation Rubric” for guidelines.
2. No excused absences. For significant or emergency circumstances, see #6 below. In other cases, you may ask the professor either before or after an absence if there is a way to make up the absence. Do not ask: “Did I miss anything?”
3. Perfect attendance will result in +.75 extra credit on your original grade. One absence will result in half a point. Absences 2-4 will have no specific impact but may affect your participation grade. For absences 5-10, two percent will be deducted from your final grade for each absence. At 11 absences, you will fail the course.
4. Showing up to class late or leaving early without permission will impact the bonus/penalty total. Zero late arrivals will add +.25 to your final grade. Additional late arrivals will have an impact on your participation grade. See the “Response/Participation Rubric.”
5. Arriving more than 20 minutes late, or leaving more than 20 minutes early, counts as an absence.
6. If you must miss class or be late to class for documented medical (or other significant) reasons, please speak with the professor as early as possible to make accommodations.
7. All communication regarding attendance should be professional and timely.

Class Participation
As this class involves both in-class workshops and other activities that rely on student involvement, participation will account for 16 percent of the final grade. Be aware that simply arriving on time and paying attention—and doing nothing more—will not earn you full credit. Engagement above that level will push the grade up, and engagement below that level will pull the grade down. You can earn a higher participation grade if you do the following:

1. Show up to class on time having completed the reading and ready to work.
2. Engage fully in presentations and class exercises, and be prepared to discuss the reading w/ notes.
3. Conscientiously participate in peer reviews and team projects.
4. Assess and advise peers on their performance during oral presentations.
5. Help maintain a professional and respectful environment in the classroom.
6. Avoid using phone, computer, talking when inappropriate.
7. Cooperate patiently and enthusiastically with team during collaborative projects.
8. Ask questions, listen closely, and actively participate in class.
9. Use e-mail, office hours, and class time to ask questions or address problems and questions.
10. Maintain a professional tone when e-mailing or speaking with the instructor or TA.
11. Include an appropriate subject, salutation, and signature in your e-mails.
12. Show up on time and prepared for scheduled office hour visits and required consultations. If you need to cancel an appointment, please do so 24 hours in advance, barring emergencies.

You will receive two participation grades during the semester: the first after Week 8 of the semester that will count for 8 percent of your final grade and the second at the end of the semester that will amount to 8 percent of your final course grade. You may check-in with Dr. Wuster about participation during office hours. For more detail, see the “Response/Participation Rubric.”
UNIVERSITY OF TEXAS POLICIES
The University of Texas at Austin has its own policies, which both you and the ECE Department must adhere to, concerning accommodations for students and regarding academic honesty.

Students With Disabilities
Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 471-6259.

Accommodations for Religious Holidays
According to UT policy, you must notify the instructor of your pending absence at least 14 days prior to the date of observance of a religious holy day. If you must miss a class, work assignment, or project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

Emergency Preparedness
Every member of the university community must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or entire campus community. Emergency preparedness means we are all ready to act for our own safety and the safety of others during a crisis. It takes an effort by all of us to create and sustain an effective emergency preparedness system. Your support is important to achieving the best possible outcomes during a crisis event. You should be aware of emergency procedures and evacuation routes for all of your classes. Find more information here: http://www.utexas.edu/safety/preparedness/

Academic Dishonesty
In this course, plagiarism is defined in its broadest sense, as follows:
• Plagiarism occurs if you represent as your own work any material that was obtained from another source, regardless how or where you acquired it.
• Using verbatim material (e.g., exact words) without proper attribution (or credit) constitutes the most blatant form of plagiarism. However, other types of material can be plagiarized as well, such as ideas drawn from an original source or even its structure (e.g., sentence construction or line of argument).
• Plagiarism can be committed intentionally or unintentionally.
• By merely changing a few words or rearranging several words or sentences, you are not paraphrasing. Making minor revisions to borrowed text amounts to plagiarism. Remember, too, that even a well-paraphrased idea must be cited.
• Collusion or turning in assignments not completed by you.

In addition, it is your responsibility to be familiar with the UT Honor Code (http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html). Penalties for plagiarism can range from point deductions to a zero for the assignment to an “F” in the course. You are responsible for understanding and avoiding plagiarism. If you have questions, please ask.

Important Dates
If at any time you want to drop this course, be aware of the following dates:
January 20 Last day of the official add/drop period.
February 1 Last day to drop for a possible refund.
April 3 Last day to withdraw from the University or to drop a course except for urgent and substantiated, nonacademic reasons. Requires the dean’s approval.

Prerequisites
Upper-division standing, and one of the following with a grade of at least C-: English 316L (or 316K), 316M (or 316K), 316N (or 316K), or 316P (or 316K)
Course Schedule
The schedule for EE 333T appears below. Please note that the schedule is subject to change, although assignment due dates will never move to an earlier date. You should follow the directions on the front page of the website for how to use the site.

<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Tuesday</th>
<th>Thursday</th>
</tr>
</thead>
</table>
| 1: 1/17-1/20 | Introductions
Readings:
Website: Read Week #1; Follow Instructions
Response #1: Introductions and freewrite (Req.—Due dates and instructions for all responses are located on website under “RESPONSES” on “Assignment” tab.) | Presenting Yourself to Employers 1
To Do: Bring one copy of updated resume
Response #9: Between Week 1 and Week 8 |
| 2: 1/21-1/27 | Keys to Success: Planning and Process
Readings:
Website: Week 2
To Do: Bring Syllabus and Planning Material
Response #2: Bring memo on Lauchman (Req.) | Approaching a Communication Task with Plain Style
Assignment: Resume Due (1/26) |
| 3: 1/28-2/3 | Presenting Yourself to Employers 2
Readings:
Website: Week 3
To Do: Prepare Expo Introductions | Engineering Expo
To Do: Attend Expo
Response #3: Expo Report posted online (Opt.) |
| 4: 2/4-2/10 | Presenting Yourself to Employers 3
Readings:
Website: Week 4
Response #4: Bring in two printed copies of cover letter for peer review (Req.)
Response #10: Mock Interview (Req. by Week 9) | Preparing Presentations
Assignments: Job Packet Due (2/9)
Response #5: Post introduction/team email online and review those of your classmates (Req.) |
| 5: 2/11-2/17 | Proposal Presentations
Readings:
Website Week 5 | Proposal Presentations
To Do: Form Teams |
<table>
<thead>
<tr>
<th></th>
<th>Tuesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:</td>
<td><strong>The Wonderful World of Research</strong></td>
<td><strong>Teamwork and Planning</strong></td>
</tr>
<tr>
<td>2/18-2/24</td>
<td>Meet in library; sit with teams</td>
<td><strong>Readings:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Response #6:</strong> Presentation Reflection (Opt.)</td>
<td><strong>Website:</strong> Week 6</td>
</tr>
<tr>
<td>7:</td>
<td><strong>The Writing Process: Structure</strong></td>
<td><strong>Readings:</strong></td>
</tr>
<tr>
<td>2/25-3/3</td>
<td><strong>Response #7:</strong> Team Ethics Memo (Opt.)</td>
<td><strong>Website:</strong> Week 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Assignment:</strong> Team Project Packet Due (3/2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>To Do:</strong> Get excited about learning how to use commas.</td>
</tr>
<tr>
<td>8:</td>
<td><strong>Engineering Ethics/Networking/etc.</strong></td>
<td><strong>Interviews #1</strong></td>
</tr>
<tr>
<td>3/4-3/10</td>
<td><strong>Response #8:</strong> Mid-Semester Feedback (Req.)</td>
<td><strong>Bring resume if signed up for in-class interview</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Assignment:</strong> Research Overview email (3/10 by midnight)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Response #9:</strong> Complete Individual TA Consultation by this day for positive impact on Participation Grade #1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Be Safe!</strong></td>
</tr>
<tr>
<td>9:</td>
<td><strong>Presenting as a Team</strong></td>
<td><strong>Formal Interviews and Networking Presentations</strong></td>
</tr>
<tr>
<td>3/19-3/24</td>
<td><strong>Reading:</strong> Website: Week 9</td>
<td><strong>Response #10:</strong> Deadline for completing Mock Interview with Prof. or TA (Req.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>To Be Determined</strong></td>
</tr>
<tr>
<td>10:</td>
<td><strong>Presenting Data</strong></td>
<td><strong>Assignment:</strong> Ethics Memo #1 due (3/30)</td>
</tr>
<tr>
<td>3/25-3/31</td>
<td><strong>Reading:</strong> Website: Week 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Response #11:</strong> Bring printout of presentation slides or outline (Req.)</td>
</tr>
<tr>
<td>Week</td>
<td>Tuesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>11:</td>
<td><strong>Progress Report Presentations (1,2,3)</strong>&lt;br&gt;Reading:&lt;br&gt;Website: Week 11&lt;br&gt;&lt;b&gt;Assignment: &lt;/b&gt;Team Presentations (11/1)</td>
<td><strong>Progress Report Presentations (4,5,6)</strong>&lt;br&gt;&lt;b&gt;Assignment: &lt;/b&gt;Team Presentations (11/3)</td>
</tr>
<tr>
<td>12:</td>
<td><strong>Team Meetings</strong>&lt;br&gt;Reading:&lt;br&gt;Website: Week 12&lt;br&gt;&lt;b&gt;Response #12: &lt;/b&gt;Formal Team Meeting with Agenda (Req.)</td>
<td><strong>Team Meetings</strong></td>
</tr>
<tr>
<td>13:</td>
<td><strong>To Be Determined</strong>&lt;br&gt;Reading:&lt;br&gt;Website: Week 13&lt;br&gt;&lt;b&gt;Response #13: &lt;/b&gt;Reflections on Team Progress Presentations (Opt.)</td>
<td><strong>Technical Interview Practice&lt;br&gt;Assignment: Problem Statement Report (4/20)</strong></td>
</tr>
<tr>
<td>15:</td>
<td><strong>Career Planning</strong>&lt;br&gt;Reading:&lt;br&gt;Website: Week 15&lt;br&gt;&lt;b&gt;Assignment: &lt;/b&gt;Last day for revised job packet—Opt. (5/2)&lt;br&gt;&lt;b&gt;Response #14: &lt;/b&gt;Day without Technology (Req.)</td>
<td><strong>Conclusion&lt;br&gt;Assignment: Ethics Memo #2 (5/4)&lt;br&gt;Response #15: Team and Individual Assessments (Req.)&lt;br&gt;No FINAL Exam.</strong></td>
</tr>
</tbody>
</table>