Course Description: This course is designed to broaden your understanding about both the theory and the application of technical and scientific communication. You will be asked to analyze the rhetorical underpinnings and the strategies one uses in his or her communication. Skills like logical analysis, understanding audience, and the role of persuasion will all be discussed and central components of this course. You will be begin to develop both an understanding and appreciation for the issues that are important to your responsibility both personally and professionally as technical communicators. You will be asked to develop a project and submit periodic reports about that project as well as a final report and formal presentation concerning that project. All of those pieces will be part of a final portfolio.

Course Materials: You will need the following materials for this class:

- Any assigned reading that might be on reserve or assigned during the semester.

Major Assignments: There are some important things we will be creating during the semester. You will be creating a final portfolio that will be submitted the last day of the class. Please include the following items:

- A self- and class-assessment cover letter
- A project proposal
- A progress report
- A final project report
- Instruction Manual
A Final formal presentation self-evaluation

(Specific dates and assignments will be on my website at: http://www.hu.mtu.edu/~msmartin and clicking on the HU3120Summer Syllbus link)

In addition to these things there will be daily responses to things in class that you will be asked to submit during the course of the session. To receive a passing grade in this course you must complete all assignments. If you are on a plant trip or interview you will be asked to submit a report of that trip, and if it during a major assignment in this class you must work those issues out before hand.

Grading and Participation Policy: I will not give a letter grade for every assignment that you do for this class, but I will give letter grades for major assignments. Since this is a communication course, participation is central to what we are doing. Therefore attendance and participation are a major component of your final course grade. I realize it is 8:00 a.m., however more than three absences, without mitigating circumstances will adversely affect your grade. Two tardies is equal to one absence. Your course grade is: Participation 30% Daily Assignments: 20%, and Major Assignments 50%.

University Policies that Affect this Class: Academic Integrity is important in this and all classes here at MTU. The Academic Integrity Policy addresses the issues of cheating or plagiarism. Occurrences of either are not acceptable in this class. If you have questions concerning proper citation please ask your instructor or the Writing Center, which is located on 1st Floor Walker.

MTU's policy regarding discrimination or harassment comply with all federal and state laws. If you have a disability and need reasonable accommodation for equal access to education and services here at MTU, please contact Dr. Gloria Melton in the Dean's Office (phone 7-2212). If you have other questions concerning either discrimination or harassment, you may speak with your instructor, your advisor, a department chair or the Affirmative Action officer (phone 7-3310).

Some Final Thoughts: This syllabus is offered as an overview of this class, and may be changed during the semester to fit either the needs of the instructor or the student. I too am a student and appreciate your concerns that you might have during the course of the summer session. I will be handing out a specific assignment type of an overview in next class period. I am open to your concerns and questions and will try to make myself available not only during my office hours, but as emergencies may arise. I hope you all have a great session, not only in this class, but in all all you do. Thanks for being here.
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Required Text:

Course Description:
You will learn about forms of technical and science communication, including theory, practice in writing reports, proposals, instructions, and specifications; and the use of graphics in the various forms.

Course Objectives:
By the end of the course, you should be able to demonstrate an ability to write about technical subjects; revise job-related documents according to the needs of various audiences; understand the format and language conventions of professional writing; deliver effective oral presentations individually or in a group; and, meet professional standards that require that your work always be neat, accurate, and on time.

To facilitate these objectives, you will propose, research, and develop an Individual Project - which will involve researching (and writing a report on, and giving a presentation on) a significant technical / scientific / medical / computer / engineering advancement (of your choice) that was developed in this country (or in the world) during the time period in which the United States was involved in Vietnam and South-East Asia. This time period covers the years 1962 to 1975. The Individual Projects will ultimately be incorporated into a Class Project.

Note: This advancement does NOT have to be related to the Vietnam War.

Course Requirements:

<table>
<thead>
<tr>
<th>In-Class and Journal Responses</th>
<th>Individual Project &amp; Report</th>
<th>Fieldnotes Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>Operating / Instruction Manual Assignment</td>
<td>Final Report / Paper</td>
</tr>
<tr>
<td>Oral Presentations</td>
<td>Progress / Activity / Trip / Technical Reports</td>
<td>Resume / Cover Letter</td>
</tr>
</tbody>
</table>

"All requirements must be met to pass this class."

Grading:

Participation: 50%
Participation means reading the assigned readings and writing responses to them, coming to class prepared, being an active member of the class, and contributing to class discussions. Note: Bring your books and journal folder, etc. to class on days when we are going to discuss the assigned readings. Attendance is essential because absences will affect your final grade. A lot of work is going to be done in class during class discussions, etc. If you can not make it to class, please notify me — before class if possible. If you miss a class, you are responsible for making up the missed work.

All assignments are due as listed on the syllabus. All assignments that are turned in late will affect your final grade in this course.

Writing and Oral Presentations: 50%
This portion of your grade will be based on ALL of the assignments listed above under Course Requirements. Note: I will discuss my grading policy in detail in class.

Course Information & Policies:

Paper Formats: All papers, memos, reports, etc. are to be typed or word-processed and printed with a quality printer on quality paper. The format for each document is to be based on the appropriate format for that type of document.

In-class responses will deal with a specific point(s) under discussion. Hand them in at the end of the class, and I will read and grade them, and return them to you.

Journal Responses will consist of a brief response for EACH reading assignment and for EACH class discussion in which you reflect and discuss an aspect(s) of the assignment and/or discussion. (Note: please do not just write a simple summary of the reading assignment or the class discussion.) These responses may be hand-written, but please make them legible. Hand them in at the end of the class, and I will read and grade them, and return them to you.

Field Notes Journal: A bound notebook with sequentially numbered pages in which you keep track of everything you do for your Individual Project. Optional: Keep track of everything you do for the course in your Fieldnotes Journal for extra credit.

The Individual and Class Projects, Activity / Progress / Trip / Technical Reports, Final Report / Paper, and Oral Presentations, etc. will be explained in class.

**Note: I reserve the right to revise the syllabus and/or course schedule to better serve the needs of the students and the course.**
HU 3120 – Course Schedule and Due Dates (MTWR) – Section R01 – Summer 2001

Week 1 (May 21-24)
Monday Introduction to Class — Discuss: What is technical writing?
   Assignment: Brainstorm possible topics for your Individual Project
Tuesday Watch “The Music of 1968”
   Discuss: “Planning and Research”, up to “Mind-Mapping”, in TTCH
   Assignment: Start collecting good & bad manuals, technical documents, etc.
Wednesday Discuss “Proposals” in TTCH
   Discuss: “Time to Do Everything Except Think”
   Discuss: Possible topics for Individual Projects
Thursday Discuss: “Developing Presentations Skills” in TTCH
   Discuss: The importance of choosing a good Individual Project.
   Discuss: Communication Skills and “getting the horsepower you need” for your career

Week 2 (May 28-31)
Monday No class — Have a nice Memorial Day
Tuesday Project Proposal Memo Due — Present Project Proposal to class for approval
   Form groups based on approved Individual Projects
   Assignment: Start doing research for your Individual Project
Wednesday Watch: “A Wing and A Prayer”
   Discuss: “Reports” in TTCH up to “Common Elements of a Formal Report”
Thursday Technical Report on “A Wing and A Prayer” due
   Discuss “Résumés” and “Application Letters” in TTCH

Week 3 (June 4-7)
Monday 1st draft of Résumé and Application Letter due
   Discuss: “Manuals” in TTCH — bring the good/bad manuals you collected to class
Tuesday Operating or Instructional Manual Assignment due — In-class testing of assignment
Wednesday Watch: “U.S.S. Forrestal: Situation Critical”
Thursday Technical Report on “U.S.S. Forrestal: Situation Critical” due
   Discuss: Technical Reports and the decisions you made in your report

Week 4 (June 11-14)
Monday Progress Report on Individual Project due
   Discuss: “Common Elements of a Formal Report” in TTCH
Tuesday Final Draft of Résumé and Application Letter due
Wednesday Open — TBA
Thursday 1st Draft of Individual Project due — In-class peer critique

Week 5 (June 18-21)
Monday Individual Project Presentations
Tuesday Individual Project Presentations
Wednesday Individual Project Report due
   Discuss the Class Project
Thursday Class Project Workshop

Week 6 (June 25-28)
Monday Group Presentations
Tuesday Group Presentations
Wednesday Open — TBA
Thursday Final Report / Paper & Fieldnotes Journal Due — Wrap up the course

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