HU333: Introduction to Technical Communication
Section 18, Fisher 126, MWF 4:05-4:55 PM, Spring 2000

Instructor: Huatong Sun
Office: Walker 142
Office Phone: 487-3273
E-mail: hsun@mtu.edu

Office Hours: W 1-3pm
Class Listserv: tc18-l@mtu.edu
Web Address: http://www.hu.mtu.edu/~hsun/hu333/spring.html

Course Description: In this course, you will learn how to develop information products that convey scientific and technical information in a global context. Based on the reader-centered approach, we will study the genres of technical communication and will practice writing a variety of documents, including formal and informal reports, memos, letters, resumes, instructions and Web pages. Much of your success in this class is dependent on the progress you make in analyzing your audience, applying this knowledge to the production of information products, and being able to demonstrate that your choices were informed, accurate, and effective.

Course Objectives
• Learn methods of audience analysis.
• Learn about specific information products and when to use them: reports, memos, resumes, instruction manuals, graphics, presentations, Web pages, and more.
• Learn how to apply all of the above to produce professional information products that address the needs of your audience and that accomplish your objectives.
• Learn how to test your information products to verify that they satisfy the needs of your audience in effective, efficient, eloquent, and ethical ways.

Required Text

Grading
• Individual Work 35%
  • resume and cover letter 15%
  • proposal 10%
  • miscellaneous assignments 10%
  • Participation 10%

• Team Project 55%
  • Instructions 20%
  • usability report 10%
  • oral presentation 15%
  • deliverables 10%

* You must finish all the assignments in time to get the passing grade in this course.

Attendance
Attendance in every class is strongly recommended and expected. You have the responsibility to help your peers develop a sense of audience. If you are absent, you miss valuable class time with your peers and will have difficulty keeping up with the pace of the class. When if you can not make it to class, please notify me before class; otherwise I will take it as an unexcused absence. An unexcused absence will make a difference in your final grade.

Americans with Disabilities Act
MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act (ADA) of 1990. If you have a disability and need a reasonable accommodation for equal access to education and services at MTU, please call Dr. Gloria Melton, Associate Dean of Students (7-2212). For other concern about discrimination, you may contact your advisor, department chair, or the Affirmative Action Office (7-3310).