HUE 333-4—Technical Communication
Winter 1999-2000

Instructor: Doris J. Ravotas
Office: 144 Walker

Office Hours: Monday 9:00-12:00, Wednesday & Thursday 11:00-12:00 & by appointment

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Student Objectives: At the end of this quarter the student will be able to:

a. Assess the purpose of particular communication demands
b. Identify the formal and informal structure of the organization in which these demands occur.
c. Analyze the audience for particular communications.
d. Distinguish between genres of communication to fit particular purposes and audiences (i.e. memos, formal reports, informal reports, etc.)
e. Create documents with appropriate style.
f. Create documents with effective graphics


Participation: I consider coursework the professionalism of the student. Please give your work in this class the same kind of careful attention you would afford a job in the workplace.

* Attendance and participation are required. You are expected to arrive on time and stay throughout the class. If you are unable to fulfill this obligation please let me know by e-mail prior to class and work with another student to make sure you are well aware of anything that you missed. More than three absences will lower your grade.

* Come to class prepared and make use of available resources (office hours, writing center, e-mail)

* The quality of your work should also be on par with what you would produce in the workplace. Please meet all deadlines (due dates) with proofread documents.

* Respect coworker ideas, writing, and speaking. Develop thoughtful, helpful criticism when appropriate

Grades:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>% of Grade</th>
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<tbody>
<tr>
<td>Formal Group Project Proposal</td>
<td>20</td>
</tr>
<tr>
<td>Group Project Portfolio</td>
<td>20</td>
</tr>
<tr>
<td>Oral Presentation of Proposal</td>
<td>10</td>
</tr>
<tr>
<td>Individual Assignment #1</td>
<td>15</td>
</tr>
<tr>
<td>Individual Assignment #2</td>
<td>15</td>
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<tr>
<td>Participation</td>
<td>20</td>
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</tbody>
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Date | Assignments Due and class activities (syllabus may be changed anytime)
---|---
11-29 | Introduction today.
12-1 | Due: Individual assignment #1: First draft -- instructions.
12-3 | Due: Individual assignment #1: First draft -- instructions.
12-6 | Read: Chapter 2 & Chapter 13, p. 515-517.
12-8 | Read: pp. 73-95.
12-10 | Preview: Chapter 7.
12-13 | Read: Chapter 8 (focus on progress reports).
12-17 | Due: Group Project: Memo on organizational structure & Audience analysis.
12-19 | Ind. work on project proposals.
12-20 | Due: Group project proposals.
12-22 | Preview: Chapter 6.

Class: work on Ind. Assignment #1: Bring first draft.

12-25 | No class: Group proposal meeting with instructor: be prepared to defend proposal and answer questions about your plan.
12-26 | Due: Second Draft of Ind. Assignment #1 (bring to above meeting).

Christmas Break
1-7 | Preview: Chapter 4.
1-10 | Read: Chapter 5, p. 127-142.
1-12 | Read: Chapter 5, p. 142-150.
1-14 | Due: Group Project: Progress Report #1 and Activity Log.
1-17 | Read: Chapter 11: Graphics.
1-19 | (cont.) Chapter 11: Graphics.
1-21 | Due: Ind. Assignment #2: Graphics.
1-24 | Due: Group Project: Progress Report #2 and Activity Log.
1-26 | Read: Chapter 15.
1-28 | (cont.) Chapter 15.
1-31 | NO CLASS: Work Day.
2-2 | Read: Formal Proposals and Feasibility Studies.
2-3 | Due: Group Project progress report #3 and Activity Log.

WINTER CARNIVAL
2-7 | Catch-up day.
2-9 | Read: Chapter 12.
2-11 | Due: Final draft of instructions with graphics.
2-14, 16 & 18 | Oral Project proposals.
2-18 | Due: Final formal project proposal and portfolio including all documentation leading up to the final proposal.

Accommodations: MT. complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disability Act of 1990 (AD). If you have a disability and need special accommodations for equal access to education or services at MT., please call Dr. Gloria Melo, Associate Dean of Students (2212). For other concerns about discrimination, you may contact your advisor, department head, or the Affirmative Action Office (3310).