The purpose of *Scientific and Technical Writing* is to provide advanced instruction in some of the most commonly produced technical and scientific communications. The course will focus on many of the theoretical/historical issues and practical skills necessary to produce these communications. In summary, in this course you will:

- design and produce instruction manuals, proposals, nonprint communications, and articles on technical or scientific subjects,
- work with clients to achieve common communication goals,
- work collaboratively with your colleagues,
- design and carry out evaluations and tests of the communications you create,
- schedule and manage several projects at one time,
- read research on technical and scientific communications for the purpose of bringing this research to your writing practices,
- read about historical and theoretical contexts relevant to technical and scientific communication,
- develop your own strategies for solving the problems you encounter in your everyday writing and designing tasks, and
- create a portfolio that will present your work in a professional manner.

There will be four projects, accessory documents for the projects, and a number of readings. I will give you an individual handout for each project as we proceed through the quarter, but below is a summary of the projects.

1. **Writing for User Contexts: Instructions for Student Registration**  (class/teams; 50%)
   - readings on minimalism, usability, and user knowledge
   - project definition and audience/needs analysis memo
   - usability design proposal
   - progress reports (individually written)
   - observations and interviews with users in context; interpretation of data
   - final documents (mgmt. report; client report; user document)

2. **On-line Analysis**  (individual; 20%)
   - readings about on-line design (Web and otherwise)
   - on-line analysis report

3. **Book Review/Issue Analysis Essay**  (individual; 30%)
   - analysis of several professional journals
   - reading appropriate to your choice of topic
   - final document

4. **Portfolio Design and Presentation**  (individual; for % see Evaluation below)
   - visual mock-up w/categories
   - portfolio skeleton (title page, t of c, dividers, explanations, examples)
   - in-class presentation of portfolio design
You will be evaluated in three ways. The first method of evaluation will be grades given on three major projects as you finish them throughout the quarter (Note: this does not include the portfolio — it will be evaluated differently as described below). The approximate percentages for each project are listed above in the overview of each project; documents within each project will be apportioned according to their “weight” in terms of the entire project. I will provide these breakdowns of percentages in the handout accompanying each assignment, but overall this will constitute about 60% of your quarter grade.

The second method will be your portfolio. At the end of the quarter, you will compile your work in a portfolio and I will evaluate it as I would if you were applying for a job or an internship (the portfolio will, in turn, serve as the prototype for your job search portfolio). Therefore, the essential criteria for evaluation will include • a clear professional focus • breadth of abilities • professional-like quality in your examples • a sense that you can learn and “grow” • and a sense that you are able to work both collaboratively and independently. The portfolio will constitute approximately 20% of the quarter grade.

The third measure will be your performance as a member of the class. Here I will be looking at your attendance, participation, and professionalism. Any in-class presentations will fall under this area of evaluation, too. Examples of the criteria here are • active participation in discussions and in group work • a sense that you are willing to contribute to the knowledge of the class • your ability to manage and maintain client relationships • your ability to manage deadlines • and a sense of humor (there are other more important things in life, you know). This will constitute about 20% of your grade.