Re: Office Hours/Syllabi

Subject: Re: Office Hours/Syllabi
Date: Tue, 30 Nov 1999 15:46:15 -0500 (EST)
From: dickie selfe <rselfe@mtu.edu>
To: seniemi @mtu.edu

> If you have not already done so, please give me a copy of your syllabi
> and office hours. Thanks.
>

593c Class Structure/Syllabus, Winter, 1999-2000

As I said last term, the departmental logistics surrounding of 593c are
difficult for everyone. I can understand why some folks who
have been teaching HU333 for awhile call the course Purgatory :-) I hope to
ease some of the concerns over the course for new and experienced HU333
teachers by assigning different sets of responsibilities. I would also like
to invite broader participation in HU593c by inviting interested others to
join us periodically or contribute at specific times.

For those teaching HU333 this year, please read all of this
memo/syllabus/plan of action whether you are teaching HU333 this term or
next or both.

Thank you all for an interesting fall quarter in HU593c! Both those who
were required to take the course and those who were not.

All teachers of HU333 this year have an obligation to stay in touch with
this HU593c group about their pedagogical planning whether they are
teaching this quarter or not. But it’s important to make a distinction
between those teaching officially this winter term and those teaching in
the spring. So I see three distinct groups here:

Those teaching both winter and spring:
Tracy Bidgeford
Danielle DeVoss (may not teach in the spring)
Bill Jabusch
Dori Ravotas
Huatong Sun
Chris Webb

I’ll call this group the "X-Country Skaters"

Those teaching in the spring only:
Patty Ericsson
Dawn Hayden
Cheryl Malgay-Heath
Jenny Sheppard (103B)
Maura Taaffe

I’ll call this group the "X-Country Striders"

There were some great colleagues last quarter who came to share their
expertise by invitation or on their own. I also hope to encourage others in the department to join us this term as well.

Nancy Barron
Gary Bays
Michael Moore
Anne Wysocki
Bob Johnson
Carol Berkenkotter

The Modular 333 Group:
  Marilyn Cooper
  Dennis Lynch
  Patty Sotirin
  Dale Sullivan

I’ll call this group the "Boondockers"
  (those who ski off trail in the boondocks :-) )

Who have I forgotten?

—-- HU593c Boondockers ---
—-- HU593c X-Country Skaters ---

You folks are invited to come by at any time in the quarter. Your contributions are welcome and they enliven our discussions; I will be inviting some of you to visit for specific reasons but you are all welcome at any time. I’ll keep you posted on our schedule as it firms up. If you know of others who might be interested in attending HU593c in person or virtually, please let me know, and I’ll fit them into our schedule.

—-- HU593c X-Country Skaters ---

Danielle DeVoss
Julia Jasken
Tracy Bidgeford
Bill Jabusch
Dori Ravotas
Huatong Sun
Chris Webb

I think of you folks as the central resource people in the class. Together we should continue to collect valuable materials that HU333 teachers can use, and we should continue to challenge the structure and conception of this service course. We can make important contributions to the configuration of the semester version of HU333 and the modular HU333-ish courses being developed for next year if we work at it this term and next. First, OUR group will be primarily responsible for the shape of the semester version of HU333. Second, I’m hoping that Marilyn Cooper, Dennis Lynch, Michael Moore, Patty Sotirin, and/or Dale Sullivan will contribute to our understanding of the modular mini-courses that are being developed for the Engineering Enterprise Initiative (correct name?).

But the first order of business is to develop a series of workshops on your immediate pedagogical needs. I’ll rely on you in the first week(s) of the term to help set this agenda. Here are a few topics that have been suggested already. Again, I hope that experienced teachers will be willing to come and share their expertise with the rest of us:

@ giving presentations in different fields (engineering & others)
@ justifying/explaining grading policies
@ responding to student writing
@ using communication technologies in your class
  (a persistent comment in student memos
   from Danielle's class)

Other Topics

@ Another round of literacy interviews
@ Class observations. Let's talk about this.

@ "Readings" that touch on the technical communication field:
  So far these folks have signed up for specific
  books, journals, media, . . . :

  Tracy Bridgeford-- _JBTc_
  Dawn Hayden-- Eastgate Hpertexts
  Julia Jasken-- Dorothy Windsor, _Writing Like an Engineer_
  Maura Taaffe-- Sites that teach web page design
  Huatong Sun-- TC class syllabus & TC publishing web sites
  Danielle Devoss--
  Bill Jabusch--
  Dori Ravotas--
  Chris Webb--

  Please come to class on Monday with some idea about what
  you would like to explore this term and when you will
  be ready to present. We can't all go in the last
  two weeks ;-).

Others:
  Michael Moore, Patty Ericsson, Dawn Hayden,
  Cheryl Malgay-Heath, Jenny Sheppard, Maura Taaffe,
  Nancy Barron, ???

  I hope others will contribute as well. This contribution
  should NOT be a great deal of work. Think of it this way:

  What readings, journal reviews, web site analyses are
  you going to do ANYWAY! Can you use them for two purposes:
  the primary purpose {reading for COMPS, writing your
  dissertation/thesis/project report, . . . ) AND a secondary purpose
  {influencing the way HU93c folks think about technical
  communication)?

@ _Innovative Approaches to Technical Communication Pedagogy_.
  This will be based on a book that Karla Kitalong, Tracy
  Bridgeford, and I are contributing to and editing.
@ Conversion from quarters to semester-long 333 classes:
  (See rationale above)
  The questions we'll discuss include
  What opportunities does a 15-week term offer?
  What ARE the modular HU333-lish courses? What challenges
  and opportunities will be swirling around this type
  of modular teaching?

---------------------------------------------------------
PU93c X-Country Striders
---------------------------------------------------------
Patty Ericsson
Dawn Hayden
Cheryl Malgay-Heath
Jenny Sheppard (103B)
Maura Taaffe

I would like to meet with each of you soon to talk about the very tentative structure of your spring HU333 class and to negotiate a reasonable timeline for developing that syllabus and the accompanying assignments.

This winter I would also like to see you folks contribute to the larger group by collecting and sharing

1. notes (and collected materials) from a literacy interview with a professional from another discipline: faculty, staff, or very experienced graduate student. You might also interview a representative from industry or other organizations important to the student population at MTU. We'll develop a series of common interview questions in class. You're of course welcome to go beyond those questions. (follow up questions)

2. a review of a "reading" (a book, articles, or an online publication) that has some tangential relevance to techn. communication and that you are ALREADY doing for some other purpose (comps., dissertation, project, thesis, conference presentation, . . . (See above for rationale).

3. (optional but HIGHLY recommended) an observation of another 333 teacher. Share with me and a fellow teacher notes from a class visit. The intent here is NOT to evaluate the teacher being observed but for both teachers to learn from the visit. The observer's job is ethnographic: recording all that is going on in the class before, during and after the class period.

HU593c Syllabus, Winter 1999-2000

<table>
<thead>
<tr>
<th>Schedule of Readings</th>
<th>Class Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One</td>
<td>Technology Autobiographies, Workshop agenda</td>
</tr>
<tr>
<td></td>
<td>Dickie Selfe</td>
</tr>
<tr>
<td>Week Two</td>
<td>Workshop, Pedagogy</td>
</tr>
<tr>
<td></td>
<td>Industry Research and TC Gary Bays</td>
</tr>
<tr>
<td>Week Three</td>
<td>Workshop, Pedagogy</td>
</tr>
<tr>
<td>Week Four</td>
<td>Workshop, Pedagogy</td>
</tr>
<tr>
<td>Week Five</td>
<td>Literacy Presentation, Reading Presentation</td>
</tr>
<tr>
<td>Week Six</td>
<td>Literacy Presentation, Reading Presentation</td>
</tr>
<tr>
<td>Week Seven</td>
<td>Literacy Presentation, Reading Presentation</td>
</tr>
<tr>
<td>Week Eight</td>
<td>Literacy Presentation, Reading Presentation</td>
</tr>
<tr>
<td>Week Nine</td>
<td>Literacy Presentation, Reading Presentation</td>
</tr>
<tr>
<td>Week Ten</td>
<td>Literacy Presentation, Reading Presentation</td>
</tr>
</tbody>
</table>
Dickie Selfe
Director of Center for Computer-Assisted Language Instruction
Michigan Technological U.
Houghton, MI 49931
906-487-3225
<rselse@mtu.edu>

Dickie Selfe
Director of Center for Computer-Assisted Language Instruction
Michigan Technological U.
Houghton, MI 49931
906-487-3225
<rselse@mtu.edu>

Dickie Selfe <rselse@mtu.edu>

(00) Director of
    CCCCCC LLLL iiiii Center for Computer-Assisted Language Instruction
    CCCCCCCCCC LLLL iiiii +-----------------------------------------------------------------
    CCC cccc LLLL iiiii 138 Walker Arts and Humanities Center
    CCC cc LLLL iiiii Michigan Technological University
    CCC cccc LLLL iiiii Houghton, MI 49931 906-487-3225
    CCCCCCCC LLLLLLLL
    CCCCCC LLLLLLLL "It's hard work to be a good geek!" -- Noel Maddy