The general purpose of this course is to prepare you for writing that you will do in your career. The specific goal, however, is to assist you in developing strategies for:

- planning, drafting and revising your writing;
- writing for a variety of audiences;
- writing in group situations;
- creating on-line and/or oral presentations;
- designing your documents visually; and
- editing and reviewing the work of others.

The semester will be divided into four parts, and for each part you will be required to write one or more documents aimed at appropriate audiences. You will be given a detailed assignment sheet at the beginning of each project, but here is a summary of what to expect:

I. Writing Career Documents: Resumes and Cover Letters

To begin the semester, you will write a resume and two cover letters. In addition to creating two different types of documents that everyone will need for internship or job searches, this assignment will serve as an introduction to audience analysis, document design, and peer response.

(Week 1-2: 15%)

II. Writing for Users: An Instructions Case

For this project you will create two documents - a proposal memo, a set of instructions, and a user testing.

(Weeks 3-5: 15%)

III. Writing a Document Cycle: A Team Approach

The purpose of this project is to investigate a problem in an organization or community and then develop a "communication solution" for that problem. The cycle you produce will include a problem statement, a short proposal, a progress report, a final communication product, and an oral presentation. You will be working in teams throughout this project.

(Week 6-13: 35%)
IV. Putting It Together: Developing a Persuasive Portfolio

To end the semester, you will put together a representative portfolio of your semester's work. You will also be required to present your portfolio orally during one of the final classes.

(Weeks 14-15: 20%)

Attendance and Class Participation

In addition to the above assignments, you will be evaluated on your performance as a member of the class. The expectation here is that you will participate in class discussions, attend class regularly and participate fully in group projects. If you are sick or have a previously arranged commitment, let me know in writing. In the case of a previously planned commitment, just give me a short memo explaining the conflict in advance. Consistent lack of attendance can result in the loss of a letter grade over the semester.

(15 weeks: 15%)

Required Texts and Materials

*Writing for the Technical Professions* by Kristin R. Woolever. Longman Publishers.
Copies of supplemental articles made available
Class handouts for each assignment
Binder for portfolio and project reports

Another Resource (Besides your classmates and me...)

The Writing Center (phone: 7-2207). The Writing Center is in Walker 107. The Writing Center is not about correcting spelling and grammar (although they can help you with this), but about helping you become a confident and thoughtful communicator. You can make appointments to meet weekly with a coach, or you can take advantage of drop-in hours. People who visit the Writing Center do better in classes both because they receive friendly encouragement and support and also because such visits will help you gain even more confidence and seriousness in your communication practices.

Important University Policies

**MTU's Policy on Academic Integrity**
Plagiarism and cheating are serious academic offenses. MTU’s *Academic Integrity Policy* defines plagiarism as “knowingly copying another's work or ideas and calling them one's own or not giving proper credit or citation,” and the policy covers copying sections or entire papers from printed or electronic sources as well as handing in papers written by students for other classes or purchasing academic papers. Plagiarism and cheating are not only dishonest but they cheat you out of learning. If you ever have any questions about this issue, or about how to cite someone else's work properly, please talk with me or consult a coach in the Writing Center.

**MTU's Policy on Discrimination and Harassment**
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 reasonable accommodation for equal access to education and services at MTU, please contact Dr. Gloria Melton in the Dean's Office (phone: 7-2212). For other concerns about discrimination, you may talk with your teacher, your advisor, a department chair, or the Affirmative Action Officer (phone: 7-3310).
Week One:

M - Syllabus overview
   Lab introduction & log in
   Getting acquainted

   **Homework:** Identify two job ads that you will use for your audience during this document cycle. Begin gathering materials & drafting your resumes (due Friday). Look over section on resumes in Woolever.

W - Group work with job ads
   Intro to audience analysis
   Design decisions

   **Homework:** Bring a complete draft of your resume for Friday's class

F - Design Activity
   First Peer Response Day

   **Homework:** Make revisions to your resume, and bring a complete draft of your first cover letter to class on Monday of week 2.

Week Two:

M - Cover Letter activity day #1
   Peer response

   **Homework:** Make revisions to your cover letter draft #1, and bring in completed draft #2 for class on Wednesday.

W - Cover Letter activity day #2
   Peer response

   **Homework:** Make revisions to your cover letter draft #2, and bring both revised versions to class on Friday with your revised resume.

F - Presentation of cycle #1 documents
   Self-critique and reflection

   **Homework:** Write a formal memo to me summarizing your in-class self-critique and reflection.