Course Description: This course is designed to broaden your understanding about both the theory and the application of technical and scientific communication. You will be asked to analyze the rhetorical underpinnings and the strategies one uses in his or her communication. Skills like logical analysis, understanding audience, and the role of persuasion will all be discussed and central components of this course. You will be begin to develop both an understanding and appreciation for the issues that are important to your responsibility both personally and professionally as technical communicators. You will be asked to develop a project and submit periodic reports about that project as well as a final report and formal presentation concerning that project. All of those pieces will be part of a final portfolio.

Course Materials: You will need the following materials for this class:

→ Jones, Dan. *The Technical Communicator's Handbook*

→ Any assigned reading that might be on reserve or assigned during the semester.

Major Assignments: There are some important things we will be creating during the semester. You will be creating a final portfolio that will be submitted the last day of the class. Please include the following items:

→ A self- and class-assessment cover letter

→ A project proposal

→ A progress report

→ A final project report

→ Instruction Manual
A Final formal presentation self-evaluation

(Specific dates and assignments will be on my website at: http://www.hu.mtu.edu/~msmartin and clicking on the HU3120Summer Syllabus link)

In addition to these things there will be daily responses to things in class that you will be asked to submit during the course of the session. To receive a passing grade in this course you must complete all assignments. If you are on a plant trip or interview you will be asked to submit a report of that trip, and if it during a major assignment in this class you must work those issues out before hand.

Grading and Participation Policy: I will not give a letter grade for every assignment that you do for this class, but I will give letter grades for major assignments. Since this is a communication course, participation is central to what we are doing. Therefore attendance and participation are a major component of your final course grade. I realize it is 8:00 a.m., however more than three absences, without mitigating circumstances will adversely affect your grade. Two tardies is equal to one absence. Your course grade is: Participation 30% Daily Assignments: 25%, and Major Assignments 45%.

University Policies that Affect this Class: Academic Integrity is important in this and all classes here at MTU. The Academic Integrity Policy addresses the issues of cheating or plagiarism. Occurrences of either are not acceptable in this class. If you have questions concerning proper citation please ask your instructor or the Writing Center, which is located on 1st Floor Walker.

MTU's policy regarding discrimination or harassment comply with all federal and state laws. If you have a disability and need reasonable accommodation for equal access to education and services here at MTU, please contact Dr. Gloria Melton in the Dean's Office (phone 7-2212). If you have other questions concerning either discrimination or harassment, you may speak with your instructor, your advisor, a department chair or the Affirmative Action officer (phone 7-3310).

Some Final Thoughts: This syllabus is offered as an overview of this class, and may be changed during the semester to fit either the needs of the instructor or the student. I too am a student and appreciate your concerns that you might have during the course of the summer session. I will be handing out a specific assignment type of an overview in next class period. I am open to your concerns and questions and will try to make myself available not only during my office hours, but as emergencies may arise. I hope you all have a great session, not only in this class, but in all all you do. Thanks for being here.