Communication Contexts is an introduction to the possibilities and opportunities of technical and professional communication on project design teams. The course is designed to help you explore the types of communication that support your Enterprise Team, and to clarify what communication roles you might play on your Team.

In order to accomplish this, we begin by discussing your current role(s) on the team and how you see implicit and explicit communication practices functioning on Enterprise Teams. We analyze communication and power hierarchies on your team via interviews and videotaping of team activities. Out of these observations and analyses, team members will identify opportunities for further research, which then become the Final Projects for the course.

Course Texts

There are no required texts to be purchased for the course. Photocopied readings will be distributed in class, or, in some cases, available to you online.

Course Policies

Each major assignment must be completed to receive a passing grade in the course. Deadlines are negotiable only in cases of a documented medical emergency; without prior arrangements, late work will be marked down one letter grade for every day it is late.

Because much of our work is team-based, a substantial portion of your grade for the course depends on your demonstrated contributions, participation, and leadership within your project team.

<table>
<thead>
<tr>
<th>Project</th>
<th>Due</th>
<th>Grade %</th>
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</thead>
<tbody>
<tr>
<td>Rivethead Floor Map (Individual)</td>
<td>Week 2</td>
<td>5%</td>
</tr>
<tr>
<td>Your Enterprise Map (Individual)</td>
<td>Week 3</td>
<td>5%</td>
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<tr>
<td>Team Documentation Letterheads</td>
<td>Week 4</td>
<td>5%</td>
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<tr>
<td>Video Summary (Informational Memo)</td>
<td>Week 5</td>
<td>5%</td>
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<tr>
<td>Video Analysis Memo (Internal Memo)</td>
<td>Week 6</td>
<td>10%</td>
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<tr>
<td>Interview Memos (2)</td>
<td>Weeks 7/8</td>
<td>10%</td>
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<tr>
<td>Project Progress Memos</td>
<td>Ongoing</td>
<td>10%</td>
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<tr>
<td>In-Class Writing (Individual)</td>
<td>Ongoing</td>
<td>10%</td>
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<tr>
<td>Team Project Presentations</td>
<td>Week 15</td>
<td>10%</td>
</tr>
<tr>
<td>Project Materials and Letters of Transmittal</td>
<td>May 7</td>
<td>30%</td>
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Course Calendar

**Week One: Tuesday 1/14**
*Course Introduction & Key Terms*
In Class: Enterprise Description (Individual)

**Week Two: Tuesday 1/21**
Reading: From *Rivethead*
Discussion: The Shop Floor
Due: Floor Map (overhead transparency)

**Week Three: Tuesday 1/28**
Reading: *Communication Interaction*
Discussion: Your Enterprise Map (overhead transparency)
Due: Floor Map (overhead transparency)

**Week Four: Tuesday 2/4**
Reading: From *Communication Interaction*, continued and *Toward a Rhetoric of Engineering* Baker
Discussion: Preparing video & video analysis
Due: Team Documentation Letterheads

**Week Five: Tuesday 2/11**
Discussion: Mini-presentations: video analyses
Due: Video summary (Informational Memo)

**Week Six: 2/18**
Reading: From *Cultivating Communities of Practice*
Discussion: Your Enterprise’s Communication Culture
Due: Video Analysis Memo (Internal Memo)

**Week Seven: 2/25**
Reading: Interview Protocols
Discussion: Preparing Interviews
Due: Interview schedule & questions (Summary Memo)

Friday 2/28 – Sunday 3/9: Spring Break

**Week Eight: 3/11**
No class: Interviews

**Week Nine: 3/18**
Team Meetings & Project Planning: TBA
Due: Interview Memo

**Week Ten: 3/25**
Reading: From *The Myth of the Paperless Office*
Discussion: Document Transmission & Management
Due: Project Progress Memo

**Week Eleven: 4/1**
Reading: From *Document Management for the Enterprise*
Discussion: Document Transmission & Management, continued
Due: Project Progress Memo
Week Twelve: 4/8
  Project Workshop

Week Thirteen: 4/15
  Project Workshop

Week Fourteen: 4/22
  Reading: From Presenting in Groups
  Project Workshop & Peer Evaluations

Week Fifteen: 4/29
  Team Project Presentations: Time & Location TBA

Final Exam Week:
  Due: Project Materials and Letters of Transmittal
  Wednesday May 7 5:00 p.m.