Purpose
Scientific and Technical Communication is a cross-disciplinary science. This course will provide you with a solid historical, theoretical and practical foundation of the principles and aesthetics of scientific and technical communication through hands-on activity, group work, and lecture-based instruction.

Workload
I expect one page of quality work a week with the exception of a field note report (2+ pages), a prospectus (2-3 pages), an instruction set (+2 pages), and the final paper/project (5-6 pages).

Course Evaluation
You will be evaluated in this course on the quality of three primary components:

1) Portfolio 80%
   Containing:
   - Letter/Memo
   - Scientific Abstract 1
   - Scientific Abstract 2
   - Prospectus/Proposal (or Grant Narrative)
   - Quantitative Tool
   - Field Note Report
   - Technology Description/Warning Label
   - Pamphlet/Advertisement
   - Instruction Set (Manual/Quick Reference)

2) Project 10%
   You will be expected to complete a scientific or technical work, along the lines of your trajectory or- you may choose to do something scientific or tech-based, which educates an audience.

3) Participation 10%
   Represents your individual and group work in the classroom and in the course.

These components are essential to your success in this course and perhaps in professional endeavors as well; do your best and the reward will follow.

Note: I reserve the right to change the schedule and the components of this course to better serve the needs of my students, so please be attentive.

Accommodations
I will provide reasonable accommodations without exception to individuals with disabilities upon request (no questions asked) to the best of my abilities (this includes chronic illness). Additionally, I will provide specialized instruction to individuals with second language (or ESL) needs upon request as well.

Policy
1. Please come to class (I'll provide you with three days off to do whatever you want (be sick or not, go on a date, go snowboarding, do homework, exercise, etc. after this time your grade will
begin to suffer). Lectures will be available online for most lectures. Also, please try to arrive on
time.

2. Please adhere to the university policy on plagiarism and sexual harassment (in other words, do
not participate in either action in this classroom or course).

3. Leave the classroom if you must, when you must. Otherwise, please respect the instructor
and your peers right to learn in a safe, distraction-free setting.

* Warning: If you take your days off, do not forget to do the work, and hand the work into the
instructor (whether in snail-mail form or email form observing the due date -thanksl).

Office Hours
As your instructor, I am here to teach you the material. I am here to help you to develop your
skills. If you do not understand something, I am here. If you need a reader, I am here. I am
pretty much at your disposal electronically, although if you email at night expect to receive a
response the next day. Regular office hours will be posted on my office door and are subject to
change.

Materials
You will need: pen, paper, access to a computer, the internet and a printer; access to a copy
machine; a copy of Kristin R. Woolever's Writing for the Technical Professions, Second Edition,
and perhaps a copy of Jane E. Aaron's work, The Little, Brown ESSENTIAL HANDBOOK FOR
WRITERS (as a reference -optional).

Curriculum
1. Thinking About Scientific and Technical Communication (STC)
   08/25M Introduction & The History of STC
   08/27W The History of STC & Rhetoric
   08/29F Rhetoric & Letters-Memos

2. Reviewing the Practice of Writing
   09/01M Labor Day
   09/03W Writing Basics & Grammar
   09/05F Keweenaw Day Recess
   Letter/Memo Due (the following Monday)

3. Science Writing
   09/08M Grammar/Citations/Abstracts/IMRAD
   09/10W Abstracts/IMRAD
   09/12F Abstracts/IMRAD
   Scientific Abstract 1 Due

4. Science Writing
   09/15M Narratives/Prospectus/Proposals/Grant Writing
   09/17W Narratives/Prospectus/Proposals/Grant Writing
   09/19F Narratives/Prospectus/Proposals/Grant Writing
   Scientific Abstract 2 Due

5. Science Writing
   09/22M Formal Report Writing
   09/24W Formal Report Writing
   09/26F Formal Report Writing
   (2-3 page) Proposal/Prospectus Due

6. Reading and Research in Scientific and Technical Communication
   09/29M Quantitative Research
   10/01W Doing Quantitative Research
   10/03F "Revising your quantitative tools" Discussion
7. Reading and Research in Scientific and Technical Communication
10/06M Qualitative Research/Informal Report Writing
10/08W Doing Qualitative Research
10/10F "Weeding out the crap..." Discussion
(+2 page) Field Note Report Due

8. Design Theory
10/13M Contrast, Repetition, Alignment, Proximity, Paper, Bindings, etc.
10/15W Page Layout, White Space, Columns, etc.
10/17F Typography, Numbering/Titles and Headings/Subheadings, etc.

9. Design Theory
10/20M Graphics (Images, Charts, Graphs, Icons, etc.)
10/22W Graphics
10/24F Graphics
Pamphlet/Advertisement Due

10. Design Theory
10/27M Graphics
10/29W Creating Web Pages/Text
10/31F Creating Web Pages/Text
Technological Description/Warning Labels Due

11. Technical Communication
11/03M Instructions, Specifications, and Procedures
11/05W Instructions, Specifications, and Procedures
11/07F Instructions, Specifications, and Procedures

12. Instruction Sets/Usability Testing
11/10M Usability Testing (Back to Qualitative and Quantitative)
11/12W Instruction Sets
11/14F Instruction Sets
Instruction Sets Due

13. Instruction Sets/Usability Testing
11/17M Instruction Sets
11/19W Instruction Sets
11/21F Instruction Sets (Thanksgiving Recess starts at 10:00PM)
Instruction Sets Due

14. Scientific and Technical Communication
12/01M Single Sourcing and other interesting things
12/03W Desktop Publishing and "Big Top" Publishing
12/05F Professional Concerns (Being a Professional/Consulting)
(+5 page) Project & Portfolio Due

15. Scientific and Technical Communication
12/08M -
12/10W -
12/12F -