Instructor: Christy Oslund
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Office Hours: MTWR 12:00-2:00 and other times by appointment

Textbook and Required Material:
Writing For the Technical Professions, 2nd Ed., Kristin R. Woolever

Course Objectives:
~ create technical documents that let reader learn new information or make decisions
~ practice simple, clear and accurate writing
~ learn formatting, document design and effective use of graphics
~ practice techniques and vocabulary necessary for effective written and verbal communications
~ prepare for job interviews and workplace writing
~ practice identifying different audiences/needs and how to adapt writing accordingly
~ practice writing in group situations

Course Assignments:
Resume and Cover Letter 20
Proposal memo/Instructions 20
Team Assignment 35
Portfolio 20
Participation/In Class Work 5

94-100% A 70-74 C/D
90-93 A/B 65-69 D
85-89 B
80-84 B/C
75-79 C

Attendance: You are allowed to miss one class for any reason. I strongly recommend you save this for illness, court dates, weddings, funerals, social events, acts of God/nature etc. Any absence over one will normally require documentation from the Dean of students. Normally your grade will be lowered by 5 points for each absence over one. There will be a sign-in sheet for each day of class, you are responsible for signing it at the beginning of class. If you do not sign-in on the day of class, you will normally not be allowed to sign-in at a later date. It is your responsibility to make sure you sign-in. I reserve the right to mark you absent if you arrive late or leave early.

Late work: Work is due at the beginning of class, on the due date. Work handed in after this time will normally be marked down five points for each class period it is late.

Originality of work: There are two expectations for original work in this class: the work handed in by you will be created by you; the work will have been produced for this class and not previously handed in or graded in another class.