Course Objectives
The primary purpose of this course is to improve your communication skills, focusing specifically on the kinds of communication tasks that technical professionals frequently have to perform, such as

- planning, drafting and revising your writing,
- writing for a variety of audiences,
- writing in group situations,
- presenting your work,
- designing your documents visually, and
- editing and reviewing the work of others.

Instructor
Mike Robertson.
Email: mdrobert@mtu.edu. Home phone: 487-9244
Office: 149 Walker, phone 7-3780. Office hour Wed. 11 AM - noon or by arrangement. Don't hesitate to make an appointment if you need to see me but can't come during my office hour. If I'm not in my office during my office hour, check the CCL (113 Walker).

Course Supervisor: Dr. Robert Johnson, Chair of MTU Dept. of Humanities

Text

Grading
Assignments will be graded according to the following criteria:
B: Your work meets requirements.
AB: Your work significantly exceeds requirements.
A: Your work significantly exceeds requirements and is among the best in the class.

Work that does not meet requirements will be judged on a case-by-case basis, but will definitely get something less than a B.

Students who fail to complete any of the major assignments listed below will get an F for the semester.

Assignments (Schedule)
I. Introduction to Technical Communication: Resumes and Application Letters (10% of semester grade)
To begin the semester, you will write a resume and application letter. This assignment will serve as an introduction to audience analysis, document design, peer response, and proofreading.

II. Writing for Users: An Instructions Case (20%)
For this project you will create a set of instructions, and design and perform a user test.

III. Writing a Document Cycle: A Team Approach (25%)
The purpose of this project is to investigate a problem in an organization or community and then investigate a possible solution for that problem. The cycle you produce will include a problem statement, a research proposal, a progress report, a feasibility report, and an oral presentation. You will be working in teams throughout this project.

IV. Special Interest Project (25%)
For this portion of the course, you will either (a) complete a project that you have designed, or (b) write a short report on a topic pertaining to science and technology studies. You will also write a proposal for your project or report.

V. Putting It Together: Developing a Persuasive Portfolio (10%)
To end the semester, you will put together a representative portfolio of the work you have done for this class.

VI. Class performance (10%)
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, come to class prepared, do assigned homework, and participate fully in group projects.

Academic Integrity

MTU's Academic Integrity Policy defines plagiarism as "knowingly copying another's work and calling it one's own or not giving proper credit or citation." The penalties for plagiarism or other forms of cheating range from receiving a failing grade on the work in question to expulsion from the university. Students who have any questions about this issue, or who have questions about whether they have properly cited their sources properly, should consult the instructor or a coach in the MTU 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 to your instructor, your advisor, a department chair, or the Affirmative Action Officer (phone: 7-3310).

THIS SYLLABUS IS SUBJECT TO CHANGE