Technical & Scientific Communication
HU 3120
Fall 2004
Walker 116
Section 03
www.hu.mtu.edu/~tevoseck/TechComWeb/3120.html

Instructor
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Office Hours, 11-12 MWF
(and by appt.)
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Required Texts and Materials
Photocopying or printing of various assignments, handouts.

Purpose
The general purpose of this course is to prepare you for communications (primarily writing) that you will encounter in your career. The specific goal, however, is to assist you in developing strategies for:
• understanding and writing for a variety of audiences;
• planning, drafting and revising your writing;
• editing and reviewing the work of others;
• writing in group situations;
• designing your documents visually; and
• creating on-line and/or oral presentations;

Course Design
The semester will be divided into six parts, and for each part you will be required to write one or more documents aimed at appropriate audiences. You will be given a detailed assignment sheet for each project, but here is a summary of what to expect:

I. Analyzing Documents
To begin the semester, we will examine various documents to discover their audience, context, and purpose.
(Aug 30—Sept 10: 10%)

II. Writing Career Documents: Resumes and Cover Letters
For this part you will write a résumé and a cover letter. In addition to creating two different types of documents that everyone will need for internship or job searches, this assignment will serve as a further introduction to audience analysis, document design, and peer response.
(~ Sept 13—Sept 24: 15%)

III. Writing for Users: An Instructions Case
For this project you will create three documents, and prepare a group presentation of the results of your work.
* a proposal memo
* a set of instructions, and
* a user testing report.
(~ Sept 27—Oct 22: 25%)
IV. Writing a Document Cycle: A Team Approach
The purpose of this project is to investigate a problem in an organization or community and then develop a "communication solution" for that problem. The cycle you produce will include a problem statement, a short proposal, a progress report, a final communication product, and an oral presentation. You will be working in teams throughout this project
(Oct 25—Dec 3: 25%)

V. Reading Science and Technology: An Interlude
For this assignment you will read articles concerning issues of science and technology in modern society and culture. We will discuss these articles in class on several occasions, and you will produce a written response.
(Nov 8—Nov 19: 10%)

VI. Putting It Together: Developing a Persuasive Portfolio
To end the semester, you will put together a representative portfolio of your semester's work.
(Nov 29—Dec 10: 15%)

Attendance Evaluation
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 and participate fully in group projects. However, if you are sick or have a previously arranged commitment let me know in writing. In the case of a previously planned commitment, just give me a short memo explaining the conflict in advance. Consistent lack of attendance can result in the loss of a letter grade over the semester.

MTU's Policy on Academic Integrity
Plagiarism and cheating are serious academic offenses. MTU's Academic Integrity Policy defines plagiarism as "knowingly copying another's work or ideas and calling them one's own or not giving proper credit or citation," and the policy covers copying sections or entire papers from printed or electronic sources as well as handing in papers written by students for other classes or purchasing academic papers. Plagiarism and cheating are not only dishonest but they cheat you out of learning. If you ever have any questions about this issue, or about how to cite someone else's work properly, please talk with me or consult a coach in the 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 with your teacher, your advisor, a department chair, or the Affirmative Action Officer (phone: 7-3310).

CAVEAT:
There will possibly be modifications to this syllabus as the semester progresses.