# Syllabus

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Technical &amp; Scientific Communication</th>
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<tbody>
<tr>
<td>Days &amp; Dates:</td>
<td>Tuesday &amp; Thursday mornings</td>
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<tr>
<td>Time &amp; Place:</td>
<td>9:35 - 10:50 am Walker 116</td>
</tr>
<tr>
<td>Text:</td>
<td>Writing for the Technical Professions</td>
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<tr>
<td>Class Listserv:</td>
<td><a href="mailto:3120f05-I@mtu.edu">3120f05-I@mtu.edu</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.hu.mtu.edu/~afmareck">http://www.hu.mtu.edu/~afmareck</a></td>
</tr>
<tr>
<td>Instructor:</td>
<td>Anne Mareck <a href="mailto:afmareck@mtu.edu">afmareck@mtu.edu</a></td>
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<tr>
<td>Office:</td>
<td>Walker 312</td>
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<tr>
<td>Phone:</td>
<td>(office) 906.487.3235</td>
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<tr>
<td>Office Hours:</td>
<td>Wednesdays 12—2 and by appointment</td>
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## Course Goals:

The general goal of this class is to familiarize you with some
of the communication demands of the professional workplace and to provide you with the opportunity to construct a showcase employment portfolio of your work. The specific goal is to assist you in developing strategies for:

- professional planning, drafting & revising of your work
- professional writing for a variety of audiences
- participating in a professional creative design team
- designing visually effective texts
- editing & reviewing the work of your peers

The semester will be divided into four document cycles, and for each cycle you will write documents aimed at specific audiences. Here is a summary of what to expect:

**Cycle I:**
**Writing Career Documents: Resumes & Cover letters**

To begin the semester you will write a resume and a cover letter. In addition to creating these two different types of documents that you'll need for internship, co-op, or job searches, this assignment will serve as an introduction to audience analysis, document design, and peer response. You'll be working individually for this cycle.

[Week 1-4—15%]

**Cycle II:**
**Rhetorical Strategies & Problem Solving: A Recommendation Report**

This cycle introduces you to two fundamental concepts of professional communication: rhetoric & problem solving. We’ll discuss how to use these techniques during the early stages of professional communication projects. For this cycle you will create: a memo, a progress report, and a recommendation report. You’ll be working with a team for this cycle.

[Weeks 5-7—15%]

**Cycle III:**
**Writing for Users: User Documentation**

The purpose of this cycle is for you to investigate a problem in an organization or community and develop a "communication solution" for that problem. The documents you’ll create for this cycle include a problem statement, a proposal, a progress report, a set of user instructions, a user testing report, and an oral presentation. You’ll be working with a team for this cycle.

[Week 8-13—35%]
Cycle IV:  
Putting it Together: Developing a Persuasive Portfolio

To finish the semester you’ll construct a representative portfolio of your semester’s work.

Save all of your class materials and take notes on your progress throughout the semester. This will help you remember what you have worked on and will make the portfolio project much easier to complete.

[Week 1-14—20%]

Attendance & Class Participation:

In addition to the above assignments, you’ll be evaluated on your performance as a member of the class. The expectation is that you will participate in the class environment as you would in the workplace.

Specifically, this means attending class regularly, participating in class discussions, and contributing fully to group projects. If you have a prior appointment, please supply me with a brief memo at least 24 hours in advance. You are permitted 3 free absences. Lack of attendance will result in a lower grade. Each additional unexcused absence will cause your course grade to drop 1/2 letter grade.

[Weeks 1-14 —15%]

Assignment Expectations:

As in the workplace, all assignments are due on-time, complete, clean, and well-designed.

- All assignments must be turned in on-time
- All assignments must be complete
- All assignments must be typed
- All assignments are required
- Late work is not accepted

Grading:

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<tr>
<td>93-100</td>
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<td>87-83</td>
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<td>77-73</td>
<td>72-68</td>
<td>67-63</td>
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Academic Integrity:

MTU has a strict plagiarism policy. This PowerPoint details the University Senate’s position.

Affirmative Action:
The Affirmative Programs Office facilitates MTU's development of an environment that is free from prejudicial discrimination or harassment, and one that provides reasonable accommodations following the Americans With Disabilities Act. Please notify me immediately if you would like assistance with any of the above issues.