Text:


Description.

The general purpose of this course is to prepare you for writing that you will do in your career. The specific goal, however, is to assist you in developing strategies for:

• writing for a variety of audiences
• writing in group situations
• designing your documents visually
• editing and reviewing the work of others
• planning, drafting and revising your writing
• creating on-line and/or oral presentations

The semester will be divided into 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 at the beginning of each project, but following is a summary of what to expect:

Statement on Academic Professionalism & Equal Opportunity:

Plagiarism and cheating are serious academic offenses. They are defined by this policy as “knowingly copying another’s work or ideas and calling them one’s own or not giving proper credit or citation,” and this policy covers copying sections or entire papers from printed or electronic sources as well as handing in papers. If you ever have questions about this issue, please talk with your instructor or consult a coach in the Writing Center (7-2007). MTU complies with all federal and state laws and regulations regarding discrimination, including the American with Disabilities Act of 1990. If you have a disability and need reasonable accommodation for equal access to education and services at MTU, please call Dr. Gloria Melton, Associate Dean of Students (7-2212). For other concerns about discrimination, you may contact your advisor, department chair, or the Affirmative Action Office (7-3310). I reserve the right to revise the syllabus/schedule to better serve your needs.
Grading:
The assignments are "worth" the above indicated amounts. In addition... **You must complete all assignments to receive a passing grade in this course.** Late assignments lose one grade point for each day (anytime past 10am) of the due day. N.B. technology malfunction is not an excuse for late assignments. In addition to grading, you are required to attend. See below...
Students are allowed to miss 3 classes per semester; each unexcused absence after these 3 freebies lowers your overall grade one full grade point. Note: if you arrive after I take attendance, it is your responsibility to remind me of your attendance. Further, your performance in class: how well you participate in discussion, bring new ideas, listen attentively to others, will affect your final grade.

Course Structure:

I. **Writing Career Documents (Resumes and Cover Letters):** To begin the semester, you will write a pair of resumes and cover letters. In addition to creating two different types of documents that everyone will need for internship or job searches, this assignment will serve as an introduction to audience analysis, document design, and peer response. (Due September 27: 20%)

II. **Writing for Users (An Instructions Case):** For this project you will work in a team to create three documents—a proposal memo, a set of instructions, and a user testing report. (Due October 30: 20%)

III. **Writing a Document Cycle (A Team Approach):** The purpose of this project is to investigate a problem in an organization or company and then develop a "communication solution" for that problem. The cycle you produce will include a problem statement, a short proposal, several progress reports, a final communication product, and an oral presentation. You will be working in teams throughout this project (Due December 1: 35%)

IV. **Reading Science and Technology:** In this assignment (which will be done simultaneously with other assignments), you will read articles concerning issues of science and technology in modern society and culture. We will discuss the articles in class on several occasions and then you will produce a one-page written response. (sometime in Nov-Dec: 10%)

V. **Developing a Persuasive Portfolio:** To end the semester, you will put together a representative portfolio of your semester's work. You will also be required to present your portfolio orally during one of the final classes. (Hand in by 10am, December 18: 5%)

VI. **In Class and Overnight Assignments:** Throughout the semester, you and your various groups will be assigned smaller tasks which do not fall into one of the above categories. Generally, these assignments are less formal; however, that does not mean that they should be taken for granted. Thus these tasks are cumulatively worth 10% of your final course grade.