COURSE DESCRIPTION:
HU 3120 is geared for upper-level undergraduate students who will be using technical communication in their professional or academic careers. This course introduces students to different forms of technical and professional writing by means of case studies, role-playing scenarios, team projects, document cycles, and reading in the field of technical communication.

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:

* planning, drafting and revising your writing
* writing for a variety of audiences
* writing in group situations
* creating presentations
* designing your documents visually
* editing and reviewing the work of others

HANDBOOK AND READINGS:


(You may also use the 2nd Edition, but it is your responsibility to find the corresponding page numbers for readings).

Other required and supplemental readings will be made available to you on the course website: www.hu.mtu.edu/~njcarpen/

CLASSROOM POLICIES:

ATTENDANCE: Treat this class as you would a professional work environment. More than two unexcused absences will result in your grade being dropped by one-half letter grade per subsequent absence, regardless of your final project score. For example, in the case of a total of three unexcused absences, a final grade of AB becomes B; four unexcused absences, an AB becomes a BC, etc. Due to the highly participatory nature of this class, more than 8 unexcused absences will equal automatic failure. *Absences may only be excused by an e-mail from the Dean of Students’ office.*

PARTICIPATION: You are expected to arrive on time to class every day having read all assigned course materials, able to actively participate in classroom discussion, and are ready to work in a team situation. You will receive a daily participation grade on a V+ V V- system that will total 10% of your total grade. Unprepared or tardy students will lose a portion or all of their daily participation grades.
PROJECTS & ASSIGNMENTS: According to the professional nature of this class, all projects and assignments must be turned in on time as typed, physical copies (do not e-mail me assignments unless you are told to do so). I will not accept late work without prior approval. On days that you are absent, you must make up all missed work in a timely manner.

DATA MANAGEMENT: You are responsible for saving copies of all of your work for this class, should copies of your projects be lost. Make it a habit of saving different versions of your drafts so that you have a "paper trail" should the unthinkable happen...

CONFERENCES: Over the course of the semester, you may encounter projects that require a conference with me to discuss your progress. Approach these conferences as you would an on-the-job meeting: be on time (i.e. early) and prepared to discuss your work. I also encourage you to initiate your own conference times with me during my office hours to share ideas and receive critical feedback for your work.

MTU'S POLICY ON DISCRIMINATION AND HARRASSMENT: 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 me, your advisor, a department chair, or the Affirmative Action Office (phone: 7-3310).

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.

GRADING: At the most fundamental level, I will be grading your projects by looking at how successfully your documents meet the objectives or goals of the assignment. Meeting objectives, however, is only the first step—in order to receive high marks, you must also exceed expectations by doing work that stands out as demonstrating superior ability and knowledge of the rhetorical situation of each project.

GRADING SCALE:
A=100-93; AB=92-88; B=87-83; BC=82-78; C=77-73; CD=72-68; D=67-63; F= 62-0

GRADING WEIGHT:
Job Application Documents 15%
Instruction Set Project 20%
Workplace Manual Project 25%
Individual Homework Assignments 20%
Professional Portfolio 10%
Individual Participation 10%

INSTRUCTOR'S NOTE: Teaching is a process of constant revision; therefore, your instructor reserves the exclusive right to make changes to this syllabus and course calendar as dictated by the specific needs of this class.
COURSE OUTLINE:

A detailed daily schedule will also be available at www.hu.mtu.edu/~njcarpen/

Week 1 (May 14 – 17): Defining Technical Communication; Thinking About the Rhetorical Situation; Exploring Document Design; Working Through Job Application Documents

Week 2 (May 21 – 24): Job Application Documents Due; Analyzing Instruction Sets; Explaining Technical Language; Composing Instruction Sets; Composing Client Reports

Week 3 (May 29 – 31): Discuss Usability Testing; Finishing Instruction Sets; Finishing Client Reports; Exploring the Ethics of Technical Language

Week 4 (June 4 – 7): Instruction Sets and Client Reports Due; Composing Problem Statements; Writing Proposals; Forming Teams for Workplace Manuals

Week 5 (June 11 – 14): Discussing Research Strategies; Conducting Research; Composing Recommendation Reports; Designing Workplace Manuals

Week 6 (June 18 – 21): Finishing Recommendation Reports; Finishing Workplace Manuals; Discussing Presentation Strategies; Usability Testing

Week 7 (June 25 – 28): Workplace Manuals and Reports Due; Presentations of Manuals and Reports; Discuss Persuasive Portfolios