Syllabus
HU3120: Technical and Scientific Communication, R04
Summer 2007, Track B: July 2–August 16
MTWR 8:00–9:25 a.m.
WAHC 116

Instructor: Dennis Wallikainen
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Hours: Friday, 8:00–9:00 a.m., Noon–1:00 p.m., and by appointment

Required Materials
Other readings as assigned.

Expectations
As we are exploring the role of communications in technical and scientific contexts, we will begin by what is expected of you. In effect, it is a contract between us. Also, quizzes may be given at any time.

Attendance—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. www.sa.mtu.edu/dean.

Participation—You are expected to arrive on time to class every day having read all assigned course materials, being able to actively participate in classroom discussion, and are ready to work in a team situation. You will receive a daily participation grade that will total 10% of your final grade. Unprepared or tardy students will lose a portion or all of their daily participation grades.

Grading—Your projects and assignments will be graded 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 = 20%
Instruction Set Documents = 20%
Web Heuristics Project = 20%
University Brochures = 20%
Individual Homework Assignments = 10%
Individual Participation = 10%

Late Work—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 are expected to make up all missed work in a timely manner.

File 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...

Assignments
Resume and cover letter
Instructions Case
Web Heuristics, University Websites, Maps, and Tours
Brochures for University Departments
Scientific literature review, throughout semester

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.

Michigan Tech’s Policy on Academic Integrity—
http://www.sas.it.mtu.edu/usenate/proppose/06/8-06.htm
Click here to read more the policy. If you ever have any questions about plagiarism, or about how to cite someone else's work properly, please talk with me or consult a coach in the Writing Center.

Michigan Tech’s Policy on Discrimination and Harassment—Michigan Tech 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 Michigan Tech, please contact Dr. Gloria Melton, Dean of Students (phone: 7-2212). For other concerns about discrimination, you may talk with your instructor, your advisor, a department chair, or the Affirmative Action Office (phone: 7-3310).