HU 3120: Technical and Scientific Communication

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Office: Walker 142
Office Hours: Tuesday after class (just pull me aside), and by appointment any time.

Links
- Course Calendar
- Assignment Descriptions and Resources

Course Description
Technical and Scientific Communication is a study of written and oral communication in technical, scientific, and professional environments. It emphasizes audience, writing processes, genres of scientific and technical discourse, visual communication, collaboration, professional responsibility, and clear expression.

Required Textbook and Readings
- Additional readings will be provided.

Course Policies
- I expect regular, timely attendance from all students. More than two unexcused absences will result in your final grade being dropped by one letter (for example, B becomes C, AB becomes BC, CD becomes F). Also, any absences or tardiness will reflect poorly on your social practices when I determine your social practices grade. In-class work generally cannot be made up—even if the absence is excused. Six or more absences is grounds for automatic failure.
- If you fail to sign the attendance sheet on a given day, it will count as an unexcused absence.
- All excused absences must be verified by the MTU Office of Student Affairs.
- If you have been absent for a class, do not ask me what you missed. Consult the online course calendar or your classmates instead.
- You are responsible for providing a replacement if I lose your work. This doesn’t mean that I will make a policy of losing your work—all it means is that you should keep a saved copy of the major assignments on hand, and be prepared to offer a copy should the unthinkable happen.
• When working collaboratively, your group is responsible for sharing the most current versions of your work. (You may want to get in the habit of emailing your group’s most current drafts to everyone at the end of each work day.) Technology excuses are generally not viable in this class.

• Late assignments are generally not accepted.

• I expect all work in this class to meet the standards of the university’s Academic Integrity Policy.

• I reserve the right to revise this syllabus throughout the semester.

Assignments

There will be five major assignments in this class, listed below, which are due on the dates listed in the course calendar.

The five major course segments are as follows:

1. Reading and Composing Scientific Reports
2. User Documentation
3. Recommendation Report Cycle
4. Résumé and Cover Letter
5. Portfolio

Grading

I will give letter grades (A, AB, B, BC, C, CD, D, or F) for all graded assignments in this class. The final grade is determined as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Reading and Composing Scientific Reports</td>
<td>20%</td>
</tr>
<tr>
<td>User Documentation</td>
<td>25%</td>
</tr>
<tr>
<td>Recommendation Report Cycle</td>
<td>20%</td>
</tr>
<tr>
<td>Résumé and Cover Letter</td>
<td>15%</td>
</tr>
<tr>
<td>Portfolio</td>
<td>10%</td>
</tr>
</tbody>
</table>

10% Social Practices—This grade will reflect your contributions to class discussions, peer review activities, and group work, as well as your commitment to submitting timely and complete work. Needless to say, if you are not in class regularly and on time, you are not participating, so this grade will also partially reflect your attendance.

ADA Notice

MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990 (ADA). If you have a disability and need a reasonable accommodation for equal access to education or services at MTU, please call Dr. Gloria Melton, Associate Dean of Students, 487-2212. For other concerns about discrimination, you may contact your advisor, department chair, or the Affirmative