Welcome to HU 3120: Technical and Scientific Communication. 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.

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

There will be five major assignments in this class, listed below, which are due on the dates listed in the course calendar.
• Reading and composing scientific reports (Week 1-2).
• Writing for Users: User Documentation (Week 3-8).
• Rhetorical Strategies & Problem Solving: A Recommendation Report (Week 8-10).
• Writing Career Documents: Resumes & Cover letters (Week 11-13).
• Developing a Persuasive Portfolio (Week 1-14).

You will be given a detailed assignment sheet at the beginning of each project. Regularly readings will also be assigned and discussed together in class.

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 it will make the portfolio project much easier to complete.
• Reading and Composing scientific reports  20%
• User Documentation  25%
• Recommendation Report Cycle Case  20%
• Resume and Cover Letter  15%
• Portfolio  10%
• "Social practices" (=your ability to communicate respectfully and thoughtfully in speaking and writing in class, your energetic participation in class).

Grading scale:  
A: 100%-93%  
AB: 92%-88%  
B: 87%-83%  
BC: 82%-78%  
C: 77%-73%  
CD: 72%-68%  
D: 67%-63%  
F<63%

You must complete all of your assignments to get a passing grade.

Required Textbook and Readings
- Additional readings will be provided.

Policy

Attendance Policy
Because this class will be based a lot on discussions and peer reviews, attendance is a crucial part of your grade. You are permitted 2 free absences over the course of the semester. Each additional unexcused absence will cause your course grade to drop 1/2 letter grade (for example, B becomes BC, AB becomes B, CD becomes D). Only excused absences coming from the Dean of students' office are considered valid excused absences. More than 6 absences constitutes automatic failure. 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. Whether or not an absence is excused, you are always responsible for work missed during an absence; if you come to class unprepared after an absence, your grade will suffer. When you miss a class, please do not email me to ask me "What did I miss?". Contact one of your classmates to find out what we did in class that day, and make sure to consult the online course calendar. Sleeping in class equals an absence. If you fail to sign the attendance sheet on a given day, it will count as an unexcused absence.

Late work
I will not accept any late work, unless you come see me ahead of time and have solid and documented reasons.

Replacement work
Keep electronic copies of your work since you are responsible for replacing it should it be misplaced.

Academic Integrity
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 written by students for other classes or purchasing academic papers. Plagiarism and cheating not only are dishonest but cheat you out of learning, the prime reason you are here. If you ever have questions about this issue, please talk with your instructor or consult a coach in the Writing Center (487-2007).

Discrimination and Harassment
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 call Dr. Gloria Melton, Dean of Students (487-2212). For other concern about discrimination, you may contact your advisor, department chair, or the Affirmative Action Office (487-3310).

* I reserve the right to revise the syllabus and/or course schedule to better serve students needs.