Technical and Scientific Communication
Summer Track A 2008
HU 3120 Section R02

Just the facts...

- Class R02 meets Monday, Tuesday, Wednesday & Thursday 11:05 AM to 12:20 PM
- Class meets in Walker 116
- Your instructor is Casey J Rudkin
  - Office location: 312 Walker
  - Office hours: Monday and Tuesday 10:00 AM to 11:00 AM
  - Office phone number: 487-3235
  - Home phone number: 337-1546 (not before 10 AM and not after 10 PM)
  - Instructor’s website: www.hu.mtu.edu/~casey/
  - Campus e-mail: casey@mtu.edu
    Note: Please e-mail me ONLY from your MTU account. I don’t want to see e-mails from hottie@yahoo.com or learn anything too personal about you, if you know what I mean. Also, when you send attachments, I will only accept them named in the following format: Lastname_Section_assignment.extension. So, if you are turning in a resume, have my tech comm class and share the same last name, it would look something like this: Rudkin_R03_resume.doc. I am good with .doc and .pdf and a few other formats, but check with me if it’s a weird one.
  - I check my e-mail frequently – give me 24 hours to respond
- Textbook: Kristin R. Woolever - Writing for the Technical Professions 3rd ed (or 4th or 2nd editions)

Course Overview
Technical and Scientific Communication is a study of written, visual and oral communication in technical, scientific and professional environments. I will emphasize audience, rhetoric, writing processes, genres of technical and scientific discourse, visual communication, collaboration, professional responsibility, clarity, creativity and artistry. I highly value creativity; keep that in mind.
Grading Policy

I base your grade in my course on a 1000-point system. Remember, you must complete all assignments to receive a passing grade in this course. Expect the basic breakdown to look like this:

- 150 points for active class participation/social practices
- 250 points for reading, homework, quizzes and in-class assignments
- 100 points for Resume and Cover Letter Unit
- 150 points for Science Writing Unit
- 150 points for Instructions Unit
- 100 points for Report Unit
- 100 points for the Final Portfolio

You can expect a grade breakdown to look something like this:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>935-1000</td>
</tr>
<tr>
<td>B</td>
<td>905-934</td>
</tr>
<tr>
<td>C</td>
<td>865-904</td>
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<tr>
<td>D</td>
<td>825-864</td>
</tr>
<tr>
<td>F</td>
<td>725-794</td>
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</tbody>
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Get Fuzzy

Attendance/Homework/Quiz/In-Class Policy

The university changed its excused absence policy over the course of the last semester, so I have been reevaluating as well. As a trial, I will not be counting attendance this semester for this class. Instead, you will be responsible for reading, homework, quizzes and in-class assignments. These things will NOT be accepted late. I will, however, accept them early, which allows you the opportunity to keep some points provided I have advance notice of your absence. Again, I will not accept homework late, and quizzes and in-class assignments cannot be made up. If you have questions, ask. If you have comments or concerns, please voice them—I am interested in your input on this new policy.

I will still provide a sign-in sheet, which you are required to sign when you are in class, so I can learn your name and discover new and interesting things about you all the time.
Other Course Policies

- You are responsible for keeping complete copies of all of your work for the semester. I strongly recommend e-mailing each assignment to yourself and keeping it. This will save you in case of a computer problem. This responsibility has two main benefits:
  1. You can get me another copy should I misplace your work.
  2. You will be able to measure your own progress during the course.

- When working collaboratively, your group is responsible for sharing the most current versions of your work. You may want to get into the habit of e-mailing your group's most current drafts to everyone in the group at the end of each workday. Technology excuses are generally not acceptable in this class.

- Late assignments are generally not accepted in this class. If you are going to be late on an assignment, I will accept it for up to one week past the due date, provided you write me a detailed progress memo clearly stating the reason for the delay, the status of the project at present and your plans to complete the assignment. This memo would be due in lieu of the assignment for that day.

- If you e-mail an assignment to me instead of turning in a hard copy, I will dock the assignment 25% of the points off the top.

- I expect all work to meet the standards of the university's Academic Integrity Policy.

Course Schedule

Let me begin with the following caveat: I reserve the right to revise the syllabus and/or course schedule to better serve student needs. Ideally, things will go smoothly, but we all know things happen and conditions change. In the event I need to make a revision, I will give you as much notice as I possibly can. I am including the first week for your convenience, the rest of the schedule may be found on my website as we go along.

Week 1: Introduction to the Course, Each Other & Rhetoric/Resume Unit

| Monday - 12 May | Intro to course / Communication in class  
|                | Why Tech Comm is so important  
|                | Quiz on Rickard reading (yes, a first day quiz)  
|                | For tomorrow, read the syllabus and bring your résumé |
| Tuesday - 13 May | Print out syllabus, bring with you / How many hours will you commit?  
|                | Syllabus quiz  
|                | For tomorrow, print and read the User's Guide to Rhetoric  
|                | A reconsideration of your own résumé – author a one page critique of your résumé including planned revisions |
| Wednesday - 14 May | Rhetoric quiz  
|                | Discuss Basic Rhetoric and Rhetorical Analysis  
|                | Resume Critique Due  
|                | For tomorrow, bring four copies of your résumé |
| Thursday - 15 May | Initial Resume Due – four copies  
|                | Schedule next week's 3-on-1 meetings  
|                | Rhetorical Analysis of a Job Posting Due |
The Fine Print...

A Note About Assignment Structures
Several of your assignments in this course require you to work through multiple drafts, steps and revisions. I will only accept work that develops out of these processes. In other words, don't throw me a curve ball; you may not change your subject or your scope late in the game.

Seventy Words About Your Final Portfolio
This course cumulates in a final portfolio, a project to showcase your best work of the semester. Because of the nature of this beast, you MUST have ALL of your drafts, assignments, peer reviews, group work, notes, papers, etc. You will be using some of these materials to compose your final portfolio. Missing information can result in a redundancy of your efforts, a lower grade or worse (use your imagination).

Pet Peeves & Other Important Stuff
I have an electronics policy of which you really need to be aware. I do not permit cell phones in my class – ditto for Blackberries, pagers, radios, TVs, FSPs, laptops, iPods or any other electronics you may possess that I haven’t even heard of yet. If an electronic item beeps, buzzes, whirs, sings, or chirps, you will be marked absent for the day; I will assume you were paying attention to it, as opposed to the class. If you have an emergency, and your electronic device HAS to be on, please talk to me before class begins. I instituted this rule to make it easier for all of us to communicate in the classroom.

Second, please do not wear hats or sunglasses to class. It is distracting when I cannot see your eyes. Eye to eye contact is very important communication, and I want a lot of it during this course. Besides that, I was raised in the era of dinosaurs and not wearing hats indoors. Humor me.

MTU’s Policy on 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. If you ever have questions about this issue, please talk with me or consult a coach in the Writing Center (7-2007). Information on the policy can be found at: http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html