HU 3120 (ROS) Summer B 2008 MTWR 9:35-10:50 Walker 134

Instructor: Moe Folk
Office: Walker 311
Office Hours: Tuesday-Thursday 9:00-9:35 and by appointment
(look for me in the computer lab if I am not in the office)
Telephone: 487-3234
Email: rmfolk@mtu.edu

HU 3120 is designed to prepare students for professional communication in technical and scientific environments. The course will emphasize audience, writing processes, genres of scientific and technical discourse, visual communication, collaboration, professional responsibility, and clear and correct expression. In addition to learning the theories behind technical and scientific communication, students will draft and revise multiple documents, give oral presentations, and develop a professional portfolio.

The course will be broken down into four main sequences. Within each sequence, students will undertake a variety of communication tasks and produce multiple documents.

- **Sequence 1: Audience Analysis and Document Design**
  As an introduction to audience analysis and document design, students will compose a variety of documents about patents for a variety of audiences.

- **Sequence 2: Recommendation Report Cycle**
  This sequence will develop rhetorical strategies and problem-solving skills. In groups, students will find a real community or campus client and produce a memo, a progress report, and a recommendation report.

- **Sequence 3: User Documentation Cycle**
  By analyzing actual user documentation and producing an improved version, this sequence ties the goals of the class together. In groups, students will produce a problem statement, a proposal, a progress report, a set of user instructions, an instructional video, and a user testing report.

- **Sequence 4: Professional Portfolio**
  Students will revise their work and produce a showcase for a future professional audience.

**Required Materials**


Additional materials can be accessed at our Google Documents site.

**Policies**

1. Attendance
Think of this class as a professional commitment. If coming to class is not your thing, that's fine—there are plenty of on-line institutions hungering for students like you. Because of the highly collaborative nature of this course, I want you to be in class (and your classmates want you there) to discuss and explore readings, to give feedback on documents, and to fully engage in every aspect of the course. However, I know emergencies arise. If you will miss class, please provide me with an email memo at least 24 hours in advance. Students are allowed to miss two classes, but subsequent unexcused absences will result in 10% being taken off your final grade. An absence will be considered excused if you can provide concrete proof as to why you couldn’t be in class (e.g., police report, physician’s note). Keep in mind that text messaging, using a laptop to check email, sleeping, etc. will get you marked absent though you are physically present. Also, three tardies will constitute one absence. Anyone who misses six or more classes will not pass this course.

2. Remember that it is your responsibility to keep up with the class if you miss it. If you cannot meet with me to find out what you missed, please consult a classmate.

3. No late work will be accepted without prior approval.

4. All work must comply with Michigan Tech's Academic Integrity Policy.

5. I reserve the right to revise the syllabus and/or course schedule at any time during the semester to better serve students’ needs.

Grading

Grading Scale: A (93-100), AB (88-92), B (83-87), BC (78-82), C (73-77), CD (68-72), D (60-67), F (0-59)

10% Sequence 1: Writing Career Documents
20% Sequence 2: Recommendation Report Cycle
40% Sequence 3: User Documentation Cycle
10% Sequence 4: Professional Portfolio
20% Critical and Social Engagement—This grade will measure your presence, insofar as it pertains to individual and group participation, workshop engagement, peer review, and certain presentations.

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 (7-2212). For other concern about discrimination, you may contact your advisor, department chair, or the Affirmative Action Office (7-3310).
Tentative Class Schedule
(Note: All unattributed readings are from the Woolever text.)

Week 1
M 6/30 What is scientific and technical communication? Discussion of course goals, expectations, class policies, the portfolio, and communication in general.
T 7/1 Introduction to key rhetorical concepts. Assignment of Sequence 1.
Due: Read pp. 1-16 and bring in three ads for jobs your current major will prepare you for.
W 7/2 Discussion of document strategies. Ethos, logos, pathos review.
Due: Read Chapters 3 and 9.
R 7/3 Meet in CCLI. Work session and conferences.
Due: Be prepared to discuss the parent(s) you will be working on.

Week 2
M 7/7 Peer review in CCLI.
Due: Rough draft of Assignment 1 (bring a hard copy, a digital copy, and email a copy to yourself before class). Send the draft (with peer comments) as a .doc file to me before leaving class.
T 7/8 Discussion of revision strategies and visual aspects of document design.
Due: Read Chapter 4.
W 7/9 Discussion of recommendation reports. Draft group members and discuss group communication. Assignment of Sequence 2.
Due: Read CTI recommendation report link and bring a list of possible clients.
R 7/10 Sequence 1 oral reports.
Due: Final Draft of Sequence 1.

Week 3
Due: Rough draft of memo.
T 7/15 Discussion of progress reports and technical information organization. The appeal and pitfalls of statistics. Ethics and persuasion.
Due: Read Katz PDF and Chapters 6 and 13.
W 7/16 Peer review of recommendation report.
Due: Rough draft of progress report.
R 7/17 Revision strategies based on drafts. Discussion of oral technical presentations. Assignment of Sequence 3.
Due: Read Chapters 5 and 17.

Week 4
M 7/21 Sequence 2 presentations.
Due: Final Draft of Sequence 2.
T 7/22 Drafting of groups for Sequence 3. Be prepared to discuss your ideas. Discussion of instructions and international communication.
Due: Bring in a set of awesome or awful instructions and read Chapter 10.
W 7/23 Group conferences and CCLI work session.
Due: Project planning memo/initial problem statement/audience analysis.
R 7/24* CCLI work session. Group conferences and drafting of documents.
Due: Start drafting user documentation.

Week 5
M 7/28 User analysis discussion. Discuss Sequence 3 oral presentations.
Due: Read user analysis documents and Chapter 16.
T 7/29* CCLI work session. Peer review.
Due: Rough draft of instructions.
W 7/30 Intro to usability studies. Visual element of instructions.
Due: Progress report. Usability readings TBA.
R 7/31* CCLI work session. Undertake usability studies.
Due: Bring revised instructions for testing with target audience.

Week 6
M 8/4 Discussion and assignment of Sequence 4. Discussion of Portfolio Checklists. Designing the portfolio. Introduction to visual aspect of Sequence 3.
Due: Read Chapter 15.
T 8/5* CCLI work session. Conferences.
Due: Video storyboard.
W 8/6* CCLI work session.
Due: Rough draft of video.
R 8/7* CCLI work session.
Due: Begin editing and read handouts on editing for technical audiences.

Week 7
M 8/11 Exit interviews.
Due: be prepared to discuss your portfolio and revision strategies.
T 8/12 Semester review and unanswered questions.
Due: Email me any unanswered questions you have regarding technical communication.
W 8/13 Sequence 3 presentations and visual instructions showcase.
Due: Be prepared to show your instruction manual aspect of Sequence 3 in class.
The final paper drafts will be due in your portfolio the next day; the visual sequences should be available on eHow for in-class viewing.
R 8/14 Portfolio presentations.
Due: Final portfolio by the end of class.