HU 3120: Technical and Scientific Communication

Instructor: Jim Nugent
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Phone: 487-3273
Office: Walker 142
Office Hours: Every day 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
- Given that HU 3120 is a collaborative, discussion-based course, 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.
- If you have been absent for a class, do not ask me what you missed. Consult the online course calendar or your classmates instead.
- When working collaboratively, your group is responsible for practicing sound data management skills and 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 in-class work day.) Technology excuses are generally not viable in this class.
- Do not hesitate to email me anytime you have questions about the course, course policies, assignment requirements, etc. I reserve the right, however, to not respond to any email posing questions already answered on this webpage.
- Late assignments are generally not accepted.
- 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.)
- I reserve the right to revise this syllabus throughout the semester.
• I expect all work in this class to meet the standards of the university's Academic Integrity Policy.

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

15% 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 Action Office at 487-3310.
Assistant Professor: Communication Studies

The Department of Humanities invites applicants for a tenure-track position to begin fall 2009. The preferred candidate will work in communication studies and cultural studies. The candidate might apply their cultural orientation to areas such as communication theory, multimedia, audio or video production, international communication, intercultural communication, and popular culture.

Teaching responsibilities will be in both the undergraduate program in Communication and Culture Studies and the M.S. and Ph.D. program in Rhetoric and Technical Communication. Both the department's undergraduate programs and the graduate program are highly interdisciplinary, providing faculty with unique opportunities to teach and engage in research that benefits from an intellectually rich, multi-disciplinary environment. Please see our website: http://www.hu.mtu.edu/.

Review of applications will begin October 20, 2008 and continue until the position is filled. Candidates should have the Ph.D. in communication or a related field, or expect to receive the Ph.D. by August 15, 2009.

Michigan Technological University is an equal opportunity, affirmative action employer/educational institution. Applications from women and minorities are encouraged.

Please send a letter of application, curriculum vitae, and three confidential letters of recommendation to:

Communication Studies Search Committee
Department of Humanities
Michigan Technological University
1400 Townsend Drive
Houghton, MI 49931

Michigan Technological University is an Equal Opportunity/Affirmative Action Educational Institution/ Employer.
Kim,
I think the number you need is IVR-TN540, for our Brother DR-510.

If I've gotten it wrong just let me know.

Thanks for ordering this in July!

Christy
Hello Kim:

Heidi has asked for a budget for advertising the communication position. Can you put this together for me?

We want to advertise in:
- Spectra in September and October
- The Chronicle (how long do we typically do that for?)

Patty and Jingfang: is there anywhere else (that costs money we should be advertising). Patty, do you recall where else we advertised last year?

Thanks, Jen

Jennifer Daryl Slack, Professor
Communication and Cultural Studies
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Houghton MI 49931-1295  906.337.0156
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