Technical and Scientific Communication

HU 3120 - Section R06
Spring 2009

with James A. Rudkin

Just the facts...

- Section R06 Class meets Tuesday and Thursday from 8:05 AM to 9:55 AM
- Class meets in Walker 116
- Your instructor is Jim Rudkin
  - Office location: 315 Walker
  - Office hours: Mondays 10:00 AM - 12:00 PM (or by appointment - contact me)
  - Office phone number: 487-9298
  - Home phone number: 397-1946 (never before 10 AM and never after 10 PM)
  - Campus e-mail: jrudkin@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. I will not accept assignments via e-mail without prior approval. Also, if you are allowed to send attachments, I accept them named in the following format: YourLastname_Section_assignment.extension If you are turning in Project #2, have my Tech Comm class and share the same last name as me, it would look something like this: Rudkin_R06_project_2.doc. I am good with .doc and .pdf and a few other formats, but check with me if it’s a weird one. I cannot open .odt files, so don’t send them.

- I try to check my e-mail at least once a day – give me 48 hours to respond
- Class list: rudkin_r06@mtu.edu
Course Overview

Technical and Scientific Communication is a study of written, visual and oral communication in technical, scientific and professional environments. I will emphasize rhetorical aspects, audience as user, genres of technical and scientific discourse, visual communication, collaboration, professional ethics and responsibility, clarity and creativity. The student will create document drafts, final products and oral presentations. The student will be responsible for creating a professional quality Portfolio to showcase what they learned regarding rhetoric, audience and design.

Attendance Policy

Be aware that students are permitted to miss two (2) classes per semester, no matter what the excuse is; subsequent absences will lower your grade 50 points for each absence after the first two. Documented, excused absences will be dealt with on a case-by-case basis. This policy is in effect because, as this is a course on communication, you will need to be present to pick up the nuances of terminology, the applications for the coursework and class discussion. I strive to provide a rich environment for learning, a place full of possibilities. All I ask is that you attend, so you can add your valuable audience perspective to the discourse. Because arriving late disrupts the class, two (2) tardies will add up to one full absence. If I have to stop class when you enter, or back up in any way to include you in the conversation, it will be considered a tardy.

The Fine Print...

A Note About Assignment Structures

Several of your assignments in this course require you to work through multiple documents, steps and drafts. I will only accept work that follows a logical progression. In other words, don't throw me a curve ball; you may not change your subject or your scope late in the game.

Other Important Stuff

First, I have an electronics policy of which you really need to be aware. I do not permit the use of cell phones in my class - ditto for Blackberries, pagers, iPods, TVs, PS2s, laptops or any other electronics you may possess that I haven't even heard of yet. If an electronic item beeps, buzzes, whirs, rings, 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. This rule is to make it easier for all of us to communicate in the classroom. There will be times when it is appropriate to use laptops and other devices during class; I will notify you when it is appropriate.

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. Plagiarism and cheating not only are dishonest but also cheat you out of learning, the prime reason you are here. If you ever have questions about this issue, please talk with me or consult a coach in the Writing Center (72007).
MTU's Policy on 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, Associate Dean of Students (7-2212). For other concerns about discrimination, you may contact your advisor, department chair or the Affirmative Action Office (7-9910).

Safe Place

Safe Place's Mission Statement is: "The GLBT Safe Place Program strives to reduce homophobia and heterosexism on Michigan Tech's campus. Through education, advocacy, and awareness, the program contributes to an open campus climate that is safe and accepting to all members of the University community" (from www.safeplace.mtu.edu). I am a proud member of Safe Place.

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
- 100 points for reading, homework and in-class assignments
- 150 points for Resume and Cover Letter
- 250 points for Instructions
- 250 points for Recommendation Report Cycle Case
- 100 points for the Final Portfolio

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

- A 935-1000 points
- A- 865-934 points
- B 795-864 points
- B- 725-794 points
- C 665-724 points
- C- 595-664 points
- D 540-594 points
- F don't go here...