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.

Class objectives
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.

Required Materials
- Additional readings as assigned.

Main 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:

- Analyzing workplace documents (Week 1);
- Designing user-centered instructions (Week 2-4);
- Developing a recommendation report (Week 5-6);
- Writing career Documents: résumés & cover letters (Week 6-7);
- Designing a persuasive portfolio (Week 1-7).

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.

Grading:
- Analyzing workplace documents 15%
- Designing user-centered instructions 25%
- Developing a recommendation report 20%
- Writing career Documents: résumés & cover letters 15%
- Portfolio 10%
- "Social Practices" 15%

(=This grade will reflect your ability to communicate respectfully and thoughtfully in speaking and writing in class, your energetic participation in class, your contributions to peer review activities, 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.)
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.

Policies
Attendance Policy
Because this class will be based a lot on discussions and peer reviews, I expect you to attend every class meeting on time and ready to participate fully and thoughtfully.

- You are permitted 2 free absences over the course of the semester. Each additional absence will cause your course grade to drop 1/2 letter grade (for example, B becomes BC, AB becomes B, CD becomes D). Excused absences (such as those resulting from an official MTU activity) must be documented in advance, and work must be completed prior to the anticipated absence. In the event of an unforeseen emergency, it is your responsibility to contact me promptly and to provide adequate documentation;
- 6 absences or more constitutes automatic failure;
- 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. 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 consult the online course calendar;
- Sleeping in class equals an absence;
- You are responsible for signing the attendance sheet. 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. When working collaboratively, your group is responsible for 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 workday.) Technology excuses are generally not viable in this class.

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 (487-2307).

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 modify the syllabus and/or course schedule to best serve students needs.