On behalf of the Senior Leadership of TechCom, Incorporated (TCI) it is my pleasure to inform you that you have been selected as a candidate for our 14-week technical communication training program. At the conclusion of this program your performance will be evaluated and if found to be at least satisfactory you will become a certified communicator with TCI. If not then you will return to the position you previously held.

**PURPOSE OF TRAINING**

HU 3120: Introduction to Scientific and Technical Communication is a study of written and oral communication in technical and scientific environments. It emphasizes audience, writing processes, genres of scientific and technical discourse, visual communication, collaboration, professional responsibility, and clear expression.

**TRAINING OUTCOMES**

In this particular section of HU 3120, you are a trainee with TechCom, Incorporated, a media conglomerate. Your task, throughout the semester is to synthesize the course material and increase your fluency in technical communication. By the end of the semester, you will have a broader understanding of technical communication, how rhetoric is used in technical communication, and the ethical considerations that must be undertaken in technical communication.

**ATTAINING THE TRAINING OUTCOMES**

To attain the training program outcomes effectively, trainees will engage in the following activities:

- Read assigned material prior to class sessions;
- Complete individual and group assignments and submit them on time; and
- Participate in class discussions, engaging in respectful communication, providing constructive feedback to your classmates.

**TRAINING FACILITATOR**

Your training leader for this session is Roxane Gay. Should you need additional assistance outside of the normal training sessions, Roxane will be available Wednesdays, 1:00-2:00 and other times by appointment. Training Documents for training sessions are available at [http://www.hu.mtu.edu/~rgay/Summer09/index.html](http://www.hu.mtu.edu/~rgay/Summer09/index.html). There is also a class e-mail list to which you are all subscribed. The address is 3120rgay-l@mtu.edu and will be used to keep you up to date on assignments and other information relevant to the course.

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