Technical and Scientific Communication
HU 3120

Sections R03 & R05
Fall 2009

with James A. Rudkin

Just the facts...

- Section R05 Class meets Monday, Wednesday and Friday from 9:05 AM to 9:55 AM
- Section R03 Class meets Monday, Wednesday and Friday from 10:05 AM to 10:55 AM
- Class meets in Walker 134
- Your instructor is Jim Rudkin
  - Office location: 315 Walker
  - Office hours: Wednesdays 1:00 PM – 3:00 PM [or by appointment – contact me]
  - Office phone number: 487-3238
  - Home phone number: 337-1546 [never before 10 AM and never after 10 PM]
  - Campus e-mail: jarudkin@mtu.edu
  - I try to check my e-mail at least once a day – give me 48 hours to respond
  - Class list: TBA
Attendance Policy

Attendance will be taken daily. Absences will not effect you directly, however it will effect your Class Participation and Social Practices which directly effects your grade. On any day that you are absent, no matter why, you will recieve a zero for Class Participation and Social Practices. 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 and unique perspective to the discourse.

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, PSPs, laptops or any other electronics you may possess that I haven’t even heard of yet. If an electronic item beeps, buzzes, whirs, sings, 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 (7-2007).
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 (7-3310).

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.

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:

__________ 350 points for Active Class Participation/Social Practices
__________ 150 points for reading, homework, quizzes and in-class assignments
__________ 100 points for Resume Arc
__________ 200 points for Instruction Set
__________ 200 points for Recommendation Report Cycle

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

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

Course Overview

Technical, scientific and professional communication is a study of written, visual and oral communication.