Technical and Scientific Communication
Spring 2009 * HU 3120 R02 * Walker 134 * M/W/F * 9:05 – 9:55 a.m.

Instructor: Katie Snyder Marr
E-mail: ksnyderm@mtu.edu
Office: Walker 314
Office hours: Wed. 10 a.m. – noon

Official Course Description
“A study of written and oral communication in technical and scientific environments; emphasizes audience, writing processes, genres of scientific and technical discourse, visual communication, collaboration, professional responsibility, clear and correct expression. Students write and revise several documents and give oral report(s). Computer Intensive.”

Coursework
When I assign your coursework, I will provide you with detailed instructions and, in some cases, a rubric. I will explain all assignments in class and then I will give you a chance to ask questions. Please feel free to contact me if you have questions or concerns regarding any of your assignments. Also, I reserve the right to revise the syllabus and/or course schedule to better serve student needs.

- Career Documents (150 pts.)
- Instruction Set (200)
- Report Writing (200)
- Newsletter (150)
- Portfolio (100) – Due Monday, April 26th by 5 p.m.
- Attendance/discussion and other homework projects (200)

Required Texts & Readings
Woolever, Kristin R. Writing for the Technical Professions, 4th Ed.
Other readings provided on Blackboard
Grading
Please turn in your work on time. I will not grant full credit for late assignments, and I will not accept work turned in more than one week late.

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Course Policies
Absences and Participation: I will grant you three unexcused absences; subsequent missed classes will negatively affect your grade. HU 3120 is a course about communication. Thus, in order to earn an “A” you must come to class, and you must speak, listen and otherwise engage yourself in the class.

Instructor Pet Peeves: I do not want to see or hear any of the myriad electronic devices you may own. Please see me if you have concerns regarding this policy.

University Policies
Academic regulations and procedures are governed by University policy. Academic dishonesty cases will be handled in accordance the University's policies.

If you have a disability that could affect your performance in this class or that requires an accommodation under the Americans with Disabilities Act, please see me as soon as possible so that we can make appropriate arrangements. The Affirmative Action Office has asked that you be made aware of the following:

*Michigan Tech complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. If you have a disability*