Introduction:
In the assigned text for this course, Kristin Woolever describes technical communication as “writing that gets things done: It can convey useful information and implement specific actions, or it can provide updates on new developments and the progress of experiments and emerging technologies” (2). This class is about more than just communication and the rhetorical principles that make it possible. This class builds upon those concepts to prepare you for specific communication situations you are probable to face in the future.

Assigned Text:

Course Philosophy:
Most of the classes you will take in an undergraduate setting are implicitly related to your career. This course in technical communication is explicitly for that purpose, as it is designed to put you into situations you may face after your formal education. Your role in this class is to consistently and expertly display your ability to communicate appropriately in any context. This is reflected in your classroom presence as much as it is with your assignments. Show me at every opportunity you understand these concepts.

Grade Breakdown
20% Classroom Presence
15% Assignment #1
15% Assignment #2
15% Assignment #3
20% Small Assignments & Quizzes
15% Final Portfolio

Scale:
Your assignments are graded with letter grades and are weighted according to the above breakdown. For that reason, I do not list the specific numerical value for each grade. If you have any concerns about your grade at any time, please do not
hesitate to come and see me.
Tentative Course Calendar

Jan 11th - Week One: Course Introduction, Read Chapter 1, Quiz #1
Jan 18th - Week Two: Read Chapter 2, Quiz #2, Small Assignment #1 In-Class
Jan 25th - Week Three: Chapters 3 & 4, Quiz #3, Small Assignment #2 In-Class, p.53 #4 in class
Feb 1st - Week Four: Read Chapters 5 & 6, Quiz #4, Small Assignment #3 In-Class
Feb 8th - Week Five: Read Chapters 7 & 8, Quiz #5, Assignment #1 Assigned
Feb 15th - Week Six: In-Class Work on Assignment #1, Read Chapters 9-11
Feb 22nd - Week Seven: In-Class Work on Assignment #1, Read Chapters 12-15
Mar 1st - Week Eight: Assignment #1 Final Project Due, Presentations, Read Chapters 16-18
Mar 15th - Week Nine: Assignment #2 Assigned, In-Class Work, Small Assignment #4
Mar 22nd - Week Ten: Peer Evaluation of Assignment #2, Assignment #2 Final Project Due
Mar 29th - Week Eleven: Assignment #3 Assigned, In-Class Work
Apr 5th - Week Twelve: In-Class Work on Assignment #3
Apr 12th - Week Thirteen: In-Class Work on Assignment #3, Presentations
Apr 19th - Week Fourteen: Assignment #3 Final Project Due, Portfolios Due

Absences:
Everyone in the class gets one absence with no questions asked and no expectations beyond catching up on what you missed. For subsequent absences, it is your responsibility to draft a memo, addressed to me and to the class, explaining your absence and why it should be excused. This is an excellent opportunity to practice the concepts of this course, and it will depend on your execution of this memo whether or not the absence is accepted. Failure to produce a memo or production of an inadequate memo will result in a 5% deduction in your final grade for the course.

Accommodation:
The University makes accommodation in line with the Americans with Disabilities Act. Should you have any need for accommodation, you may contact the Dean of Students. If there is something I can do to make accommodation for the class, please let me know either in class or in private.

Note on Classroom Presence:
I cannot predict what future environments you will all find yourselves. In order to have the broadest applicability, however, I expect you all to behave as you would in your perceived future professional environment. This includes not only assignments, but also
your classroom interaction and behavior. Failure to conduct yourself in an acceptable manner will result in a grade deduction as decided by me.