HU 3120: Technical & Scientific Communication

Instructor: Joanna Schreiber  
Email: jmschrei@mtu.edu  
Office: 330 Walker  
Chat or Email Office Hours: 9-10, M-Th, Eastern Standard Time (EST)**  
Required Textbook: Kristin Woolever, Writing for the Technical Professions, 4th Ed.

*This is an online course and I assume that most if not all of you are taking this course remotely. However, I am on campus for most of Track B, so if you would like to meet in person, please email me to make an appointment.

**During this time I will available to chat on Blackboard or will be readily available to respond to email. I will also respond to email throughout the day, though email me to my tech account and not through Blackboard. I usually respond relatively quickly, but plan on a 24-hour response time Monday through Thursday and 48 hours Friday through Sunday.

Course Description
Technical and Scientific Communication (TSC) is a study of written, oral, and visual communication in professional settings. It emphasizes audiences, writing processes, genres, collaboration, professional responsibility, and effective expression.

Course Goal & Objectives
TSC seeks to familiarize you with representative communication demands of today’s workplace. As an online course, 3120 simulates the global workplace. You will be expected to effectively correspond and present ideas remotely, even to co-workers and clients in the same geographic location.

Specifically, the objectives of 3120 are to offer you professional rhetorical strategies for:

- Planning, drafting, and revising
- Writing for a variety of audiences
- Collaborating with a team at a distance
- Designing visually effective texts
- Reviewing your own work, as well as that of others
- Producing rhetorically sensitive documents
- Communicating and presenting information effectively in an online environment

Course Policies
Blackboard, email, course materials, & help:
This course is taught on Blackboard. All course materials are posted there. Check Blackboard regularly since I use it to post updates and offer further explanation of assignments or readings.

I will be online and available to "chat" or to respond to your emails 9-10 am EST Mondays through Thursdays. I'll be available to clarify assignments or course materials and to answer your questions. If you contact me at times other than these, I will get back to you, but not immediately. I am on my email regularly, but cannot guarantee an immediate response outside my "office" hours. Do not email be through blackboard, use my Michigan Tech email account (above).

If you need help with Blackboard management, contact me right away. You can also contact Blackboard support through their website (http://blackboard.mtu.edu) or email (courses@mtu.edu).
Discussion Board and Reading:
I expect you to read the texts assigned and to be prepared to answer discussion questions about them. Most of the readings are from the Woolever textbook. Other selections are PDFs and can be downloaded from Blackboard. I will assign videos on Blackboard. Additional readings and videos are located in weekly folders (Week One, Week Two, and so on) on the Blackboard homepage. Some videos and links will be embedded in discussion questions.

We will be using the discussion board extensively in this class. Each week I will post questions. The purpose of discussion questions is to help me assess your critical engagement in the course. You must respond to all questions. I will post a due date for each question in the description. All responses are due at 5 pm on the due date.

Your responses are to be approximately 150 to 200 words in length. Additionally, you are expected to respond to at least two other students' posts. Responses to other students are to be approximately 50-100 words in length. Lengthier posts will not adversely affect your grade.

I expect all discussion board posts to be respectful and mechanically correct.

Academic honesty:
Unless the assignment calls for a collaborative effort, I expect that the work you submit will be yours. If you are referring to, or using, other sources, including your own work for another class or project, remember to acknowledge them, using proper form. **Evidence of copied or plagiarized work is cause for serious disciplinary action by the University. Please contact me if you are unsure what constitutes plagiarism.**

If you have questions about your work with other sources, email me. I consider learning how to document sources a challenge; if you don't remember how to do this—or never learned—this is the class to secure that technique.

Replacement work:
Keep electronic copies of your work since you are responsible for replacing it should it be misplaced.

Due date/time & late work:
Be sure to note the due date and time. All due dates and times are Eastern Standard Time. If you are outside of EST, you will need to adjust accordingly. **I will not accept late work.**

Collaborative work:
Group members are responsible for working as a team and at a distance. Keep each other informed of current work by emailing drafts and/or progress updates at the end of each day or according to a schedule worked out by your group. Workplace teams experience, and manage, crowded schedules and conflicting commitments in electronic environments. I expect you to do the same.

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 access to education and services at MTU, please call Dr. Gloria Melton, 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
I am a member of Safe Place. Its mission statement: "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."

While the mission statement obviously applies to real time interaction, it is also useful in guiding asynchronous work. So, I encourage you to engage in lively online discussions; I also expect everyone to be courteous and respectful.

Assignments
Although I may modify the assignment topics and due dates during the semester, I plan three major assignments for this class; due dates are listed in the course calendar and are embedded in the assignment sheets. I will distribute detailed assignments at the beginning of each project. Read them carefully. Save all your class materials and keep notes on your progress throughout the term.

When I review drafts of your writing, send them to me as Word attachments on email. I'll use the comment function and return them to you, again as email attachments. Please do not send PDFs since I can't use the comment function in this format.

When I grade final drafts, email them to me, along with all the planning documents and drafts you have accumulated during the document cycle. I'll reply via email. I will not post grades to Blackboard, so you should keep track of your grades as I send them to you. If you have questions about your grade at any time, email me or contact me for a "chat" during online office hours.

When peer draft reviews are scheduled, use the comment function to reply to the other students in your group and then send them your comments on email.

Grading
Making Information Useful Based on Rhetorical Analysis 25%
Library user documentation 30%
Career documents 25%
Online questions and discussion topics 10%
Online social practices (engaged, courteous, and consistent participation) 10%

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<td>• Introduction p. 1-5 (Woolever)</td>
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<td>• Ch. 1, 3 &amp; 9 (Woolever)</td>
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<td>• Brasseur article (pdf available on Blackboard)</td>
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*The course calendar does not reflect the discussion questions to which you are expected to respond. Questions will be posted at the beginning of each week on the blackboard discussion board.

**I may assign additional readings and due dates are subject to change.