Technical and Scientific Communication
Fall 2010 * HU 3120 R03 * Walker 143 * M/W/F * 10:05 – 10:55 a.m.
*AND* **R02** 1:05 – 1:55 p.m.

Instructor: Katie Snyder Marr
E-mail: ksnyderm@mtu.edu
Office: Walker 314
Office hours: T/R, 2-4 p.m.

**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 a rubric. I will explain all assignments in class and then give you a chance to ask questions. Please 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 (125 pts.)
- Instructions/Documentation (250)
- Report Writing (250)
- Newsletter/Portfolio (125)
- Attendance, participation, quizzes and other homework (250)

**Required Texts & Readings**
Woolley, Kristin R. *Writing for the Technical Professions*, 4th Ed.
Other readings provided on Blackboard

"Well, somethin’s not right, Angus - we still have a rock left over."
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 3 unexcused absences; subsequent missed classes will negatively impact 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
and need a reasonable accommodation for equal access to education or services at Michigan Tech, please call the Dean of Students Office, at 487-2212. For other concerns about discrimination, you may contact your advisor, department head or the Affirmative Action Office, at 487-3310.

Academic Integrity:
http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html

Affirmative Action:
http://www.admin.mtu.edu/aoa/

Disability Services:
http://www.admin.mtu.edu/urel/studenthandbook/student_services.html#disability

Equal Opportunity Statement:
Calendar

**Week 1**

*Monday, 8/30*
Course introduction

*Wednesday, 9/1*
Read Chapter 18 - Quiz
Review resume samples in class
*Bring your resume to class

*Friday, 9/3*
Read Chapter 9 - Quiz
Review memos, letters and email in class

**Week 2**

*Monday, 9/6 No class (Labor Day)*
Read chapters about email (pdfs on Blackboard)

*Wednesday, 9/8*
Assign project teams
Email chapters - Quiz

*Friday, 9/10 No Class (K-day)*
Submit revised resumes and cover letters by 10 p.m.