HU 3120: Technical & Scientific Communication

Instructor Information
Name: Joanna Schreiber
Email: jmschre@mtu.edu
Office Location: Walker 330
Office Hours: Thursday 12:30 to 2:30
I will also chat online via Blackboard by appointment.
Required Text: Woolever, Ken. Writing for the Technical Professions. 4th Ed.
Additional readings will be made available to you on Blackboard.

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

Policies and Procedures
Blackboard, email, course materials, & help:
This course is taught on Blackboard. All course materials are posted there. Check Blackboard
(BB) regularly since I use it to post updates and offer further explanation of assignments or
readings. I will usually post announcements via email, but will use BB as a backup when the
email is down. I generally check my email several times during the day, but do not assume I
will be able to respond to your messages immediately. I will respond to email within 24 hours
Monday through Thursday. Allow 48 hours Friday through Sunday, though I will generally respond
more quickly.

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 reference what you have read in your discussion posts. 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 folders (Videos, Readings, etc.) 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. All responses are due at 11:59 pm EST on the due date. Unless otherwise noted, discussion prompts will be on Mondays and Wednesdays each week. I will respond to discussion posts on Tuesdays and Thursdays. In cases where discussions fall on holidays, I will adjust this schedule.

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

Academic honesty:
Unless the assignment calls for a collaborative effort, I expect that the work you submit is your own. If you are referring to, or using, other sources, including your own work for another class or project, clearly using work from other classes with me, 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 if it is misplaced.

Due date/time & late work:
Be sure to note the due date and time. All times for items due are according to 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 possibly 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).

Technology Requirements
You must have access to high-speed Internet (you will be streaming video regularly) and to MS Office.
Solving Files
I don't want to download 20 files named "Resume," "Brochure," "Memo," etc. Naming files in this way greatly adds to spent grading. Save all of your files in the following format (not doing so will adversely affect your grade):

lastname_assignment_version.XXX

For example:
Schreiber_Resume_Draft.XXX OR Schreiber_Resume_Final.XXX

Grades

Assignments ..... 50%
Group Project ..... 33%
Online Questions and Discussion Topics (thoughtful, original, thorough responses) ..... 10%
Online Social Practices (engaged, courteous, and consistent participation) ..... 10%

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Calendar

| Week One – Aug. 30 to Sept. 3 | Read Woolever Ch. 1 and 18 |
| Week Two – Sept. 6 to 10 | Read Woolever Ch. 3 and 4; "Nightingale" (pdf) |
| Week Three – Sept. 13 to 17 | Read Woolever Ch. 2 and 9 |
| Week Four – Sept. 20 to 24 | Read Woolever Ch. 5 and 6 |
| Week Five – Sept. 27 to Oct. 1 | Read Woolever Ch. 7 |
| Week Six – Oct. 4 to 8 | Read Woolever Ch. 8 |
| Week Seven – Oct. 11 to 15 | Read Woolever Ch. 10; "Set Phasers on Stun" (pdf) |
| Week Eight – Oct. 18 to 22 | Read Woolever Ch. 11 |
| Week Nine – Oct. 25 to 29 | Read Woolever Ch. 14 |
| Week Ten – Nov. 1 to 5 | Read Woolever Ch. 12 and 13 |
| Week Eleven – Nov. 8 to 12 | Read Woolever Ch. 16 |
| Week Twelve – Nov. 15 to 19 | Read Woolever Ch. 15 |
| Week Thirteen – Nov. 29 to Dec. 3 | Read Woolever Ch. 17 |
| Week Fourteen – Dec. 6 to 10 |

Additional readings and videos will be added throughout the semester. I reserve the right to make changes to the syllabus and calendar to meet student needs.