Technical and Scientific Communication
HU 3120

Sections R02 & R03
Spring 2011

with James A. Rudkin

Just the facts...

- Section R02 meets Monday, Wednesday and Friday from 9:05 AM to 9:55 AM
  Section R03 meets Monday, Wednesday and Friday from 10:05 AM to 10:55 AM
- Class meets in Walker 0120A
- Your instructor is Jim Rudkin
  - Office location: 315 Walker
  - Office hours: Wednesdays 11:00 AM - 1:00 PM (or by appointment - contact me)
  - Office phone number: 487-3239
  - Cell phone number: 261-1395 (never before 10 AM on non-class mornings or after 10 PM)
  - Campus e-mail: jrudkin@mtu.edu
  - I try to check my e-mail at least once a day - give me 48 hours to respond
  - Class e-mail list: rudkin_R02@mtu.edu OR rudkin_R03@mtu.edu
Course Overview

Technical and Scientific Communication is a study of written, visual and oral communication in technical, scientific and professional environments. I will emphasize rhetorical aspects, audience as user, genres of technical and scientific discourse, visual communication, collaboration, professional ethics and responsibility, clarity and creativity. We will also discuss technology and technologies effect on society. The student will create document drafts, final products and oral presentations.

Attendance Policy

Attendance will be taken daily. On any day that you are absent, no matter why, you will recieve a zero for Class Participation and Social Practices. At anytime you acquire a total of six (6) absences you will automatically fail this course. This policy is in effect because, as this is a course on communication, you will need to be present to pick up the nuances of terminology, the applications for the coursework and class discussion. I strive to provide a rich environment for learning, a place full of possibilities. All I ask is that you attend, so you can add your valuable and unique perspective to the discourse.

The Fine Print...

A Note About Assignment Structures

All of your assignments in this course require you to work through multiple documents, steps and drafts. I will only accept work that follows a logical progression. In other words, don’t throw me a curve ball; you may not change your subject or your scope late in the game.

Other Important Stuff

I have an electronics policy of which you really need to be aware. I do not permit the use of cell phones in my class – ditto for Blackberries, pagers, iPods, TVs, PSPs, laptops or any other electronics you may possess that I haven’t even heard of yet. If an electronic beeps, buzzes, whirs, sings, or chirps, you will a zero for the day. I will assume you were paying attention to it, as opposed to the class. If you have an emergency, and your electronic device HAS to be on, please talk to me before class begins. This rule is to make it easier for all of us to communicate in the classroom. There will be times when it is appropriate to use laptops and other devices during class; I will notify you when it is appropriate.

MTU’s Policy on Academic Integrity

Plagiarism and cheating are serious academic offenses. They are defined by this policy as: “knowingly copying another’s work or ideas and calling them one’s own or not giving proper credit or citation,” and this policy covers copying sections or entire papers from printed or electronic sources, as well as handing in papers written by students for other classes or purchasing academic papers. Plagiarism and cheating not only are dishonest but also cheat you out of learning, the prime reason you are here. If you ever have questions about this issue, please talk with me or consult a coach in the Writing Center (7.2007).
MTU’s Policy on 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 equal access to education and services at MTU, please call Dr. Gloria Melton, Associate 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

Safe Place’s Mission Statement is: “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” (from www.safeplace.mtu.edu). I am a proud member.

Grading Policy

I base your grade in my course on a 1000-point system. Remember, you must complete all assignments to receive a passing grade in this course. Expect the basic breakdown to look like this:

- ________ 250 points for Active Class Participation/Social Practices
- ________ 150 points for reading, homework, quizzes and in-class assignments
- ________ 100 points for Resume Arc
- ________ 150 points for Instruction Set Cycle 1
- ________ 150 points for Instruction Set Cycle 2
- ________ 200 points for Recommendation Report Cycle

You can expect a grade breakdown to look something like this:

- A  935-1000 points
- AB 905-934 points
- B  795-864 points
- BC 725-794 points
- C  685-724 points
- CD 655-684 points
- D  540-594 points
- F  don’t go here...
Active Class Participation and Social Practices Breakdown

In the syllabus ACP/SP is worth 250 points towards your final grade. Everyone begins with 175 points, which is equivalent to a letter grade of 'C'. ACP/SP is calculated daily, with a daily total of 0, 5, 1 or 1.5. The original 175 points are multiplied by the daily average at the end of the semester to find your total ACP/SP points.

Just showing up to class is equal to a 1 for the day, when carried out throughout the semester would leave this person with 245 points for ACP/SC. For everyday you do not show for class you receive a 0 for that day. Do tank the average in a hurry and can quickly lower an ACP/SC. Disrupting the class can result in a .5 or 0 for the day, again these lower daily numbers make it hard to bring your total up. If you come to class, actively participate in class discussion, provide insight into discussions, show you are prepared and comport yourself in a professional manner you can receive 1.5 for the day. Yes, it is possible to earn over the original 250 points for ACP/SC, but it takes work.

Reading, homework, quizzes and in-class assignments

Just like ACP/SP above these points are also based on an average. Everyone starts with a possible 105 points, and these points are adjusted up and down according to the average points for each reading, homework, quiz and in-class assignment. For these, just like ACP/SP, you can receive 0, .5, 1 or 1.5 each, with an average multiplied by 105 point for your final point allocation.

If there are any questions regarding these breakdowns please come and talk to me.

Course Schedule

Let me begin with the following caveat: I reserve the right to revise the syllabus and/or course schedule to better serve student needs. Ideally, things will go smoothly, but we all know things happen and conditions change. In the event I need to make a revision, I will give you as much notice as I possibly can.

I will use the calendar on Blackboard for the purpose of Course Scheduling. I will also post any additional readings and class assignments to Blackboard as well. Check in often to keep abreast of what is going on in class. Assignments will be turned into Blackboard on the day they are due. Remember, it is your responsibility to keep track of due dates and readings.