Beth Flynn  
HU5001, Proseminar in Rhetoric and Technical Communication  
Walker, 139  
M, 1:05-1:50 p.m.  
Spring, 2011  
Office: 310 Walker  
Office phone: 487-3227  
E-mail: eflynn@mtu.edu  
Office Hours: M, 2-4 and by appointment  

Texts:  

Supplies:  
You'll need a file folder to hold your portfolio of responses.  

Purpose:  
The course is described in the catalog as follows:  
An introduction to the scholarly issues, goals, and methods across the disciplinary areas represented in the Rhetoric and Technical Communication Program.  

Writing Assignments:  
Response Journal:  
For selected readings indicated on the syllabus, you should submit response statements of at least one double-spaced page. For the responses to Klein and Booth et al., focus on one or both books and, if possible, make a connection between the readings from the Klein book and the readings from the Booth et al. book.  

Portfolio Analysis  
Please prepare a portfolio analysis (at least a page long) that provides a commentary on responses and profiles. What are some strengths of your performance on these assignments? What are some limitations?  

Faculty and Graduate Student Profiles  
Please prepare a 1-2 page profile for 3 faculty members (which ones will be determined in class) and one for about 3 graduate students (which ones will be determined in class) suitable for publication in the RTC Handbook. In the case of faculty, these should include education, brief description of scholarly interests, significant publications, graduate courses taught, years they were taught, graduate committees, and placement of graduate students advised. In the case of graduate students, include undergraduate institution and degree, graduate degrees (if appropriate), degree the student is seeking, publications (if any), major
areas of interest and minor stream, and advisor and committee (if appropriate). In the case of MS students, indicate which option they are planning on choosing or which one they chose. Provide a brief description of the MS coursework paper, project, or thesis (a sentence or two). In the case of PhD students, describe comps areas or a brief description of the dissertation (a sentence or two) if appropriate. Work closely with faculty and graduate students and obtain their approval of the final profile.

Attendance:

Attendance is mandatory. Much of the course involves conversation about course readings. If you miss those conversations, you will have missed a good deal of the course content. More than three unexcused absences will affect your grade.

Grades:

Your grade will be based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio (responses)</td>
<td>50 %</td>
</tr>
<tr>
<td>Profiles</td>
<td>50 %</td>
</tr>
</tbody>
</table>

Other:

MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990 (ADA). If you have a disability and need a reasonable accommodation for equal access to education or services at MTU, please call Dr. Gloria Melton, Dean of Students (7-2212). For other concerns about discrimination, you may contact your advisor, department head or chair, or the Affirmative Action Office (7-3310).

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

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

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

It may be necessary to alter the syllabus as the semester proceeds in order to better meet the instructional needs of the class.

Please turn off cell phones and laptops before class begins.

Course Schedule:

Week 1 (Jan. 10)


Week 2 (Jan. 17)

M Martin Luther King Day
Week 3 (Jan. 24)
M Semenza, Chaps. 11 and 12. *Student to Student, 2007-2008*, Rudkin, pp. 32-36. Response # 2 due. Describe service you have performed. Bring in an example of a job ad in your area of interest and comment on it in your response.

Week 4 (Jan. 31)

Week 5 (Feb. 7)

Week 6 (Feb. 14)

Week 7 (Feb. 21)
M Klein, pp. 55-80. Booth et al., 105-129. Response # 5 due.

Week 8 (Feb. 29)

Week 9 (March 14)

Week 10 (March 21)

Week 11 (March 28)

Week 12 (April 4)

Week 13 (April 11)

Week 14 (April 18)
M Portfolio analysis due. Portfolios due.