Technical and Scientific Communication
Summer 2011 * HU 3120 R03 * Walker 120A * M/T/W/R * 11:05 - 12:20

Instructor: Katie Snyder Marr
E-mail: ksnyderm@mtu.edu
Office: Walker 314
Office hours: Tue, 9-11 a.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.

• Instructions/Documentation (200)
• Career Documents (100 pts.)
• Report Writing (200)
• Presentation/Discussion (100)
• Attendance, participation, quizzes and other homework (400)

Required Texts & Readings
Woolever, Kristin R. Writing for the Technical Professions, 4th Ed.
Other readings provided on Blackboard
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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<th>GRADE</th>
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<tr>
<td>A</td>
<td>930 – 1000</td>
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<td>AB</td>
<td>880 – 929</td>
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<td>B</td>
<td>820 – 879</td>
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<td>BC</td>
<td>760 – 819</td>
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<td>C</td>
<td>700 – 759</td>
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<td>CD</td>
<td>650 – 699</td>
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<td>D</td>
<td>600 – 649</td>
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<td>599 or less</td>
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Course Policies
Absences and Participation: I will grant you 2 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: